



Capitol Plaza Hotel & Convention Center
1717 SW Topeka Boulevard
Topeka, Kansas 66612
785.431.7200

Just Married

WELCOME | GENERAL INFO | PACKAGES | PERSONAL TOUCHES & SERVICES | VENDORS | DINNER | RECEPTION | BAR

WELCOME

professional service that will exceed your expectations!

Congratulations on your engagement! Your interest in Capitol Plaza Hotel is the first step toward creating one of the most memorable days of your life together. Capitol Plaza is delighted to assist you with planning your wedding celebration. We provide a number of amenities to make this process easier for you!

Tasting | Complimentary entrée tasting for Bride & Groom once reception is booked. Additional guest may attend for \$10++ per person.

Choice of Table Cloth Color | White, Black OR French Vanilla

Choice of Napkin Color | White, Black, French Vanilla, Grey, Burgundy, Red, Dark Blue, Light Blue, Mustard, OR Hunter

Centerpiece Accents | Mirror Tile and Votive Candles (up to 3 per table)

Dance Floor | Wooden Floor (sized to event)

Decorative Tables | Head Table, Cake, Guest Book, Gifts and DJ

Silver, Glass, Stemware and China | Includes Utensils for Buffets

Champagne Toast | Included with Dinner Service

Full Service | Team of seasoned professionals to bring your vision to life!



++ Denotes prices subject to applicable Service Charge, Kansas Sales Tax and/or Kansas Liquor Tax

GENERAL INFORMATION

what can be expected

Food and Beverage | Allowable food items to be brought in include: mints, nuts and wedding cake. All other food served on the premises of Capitol Plaza Hotel must be provided by the hotel. A Food & Beverage minimum will apply and is based on your anticipated guest count.

	Food & Beverage <u>Minimum</u>	Seating <u>Capacity</u>
<i>Emerald Ballroom</i>	<i>Call for Pricing</i>	<i>250</i>
<i>Sunflower Ballroom</i>	<i>Call for Pricing</i>	<i>400+</i>
<i>Shawnee Ballroom</i>	<i>Call for Pricing</i>	<i>200</i>

Function Times & Rental Fees | Afternoon receptions are scheduled from 11am-4pm, \$250++ rental fee. Lunch pricing is in effect until 1pm. Evening receptions are scheduled from 3pm - Midnight, \$500++ rental fee. All day rentals available for \$1,000++ and gains access to the ballroom at 8am.

Deposits and Payments | A non-refundable deposit is due with the signed booking agreement in order to hold the function space on a definite basis. The deposit is equal to 20% of your agreement food and beverage minimum and room rental. For your convenience, a payment schedule will be outlined in your agreement. Reception must be paid in full five (5) business day prior to event date and a valid credit card must be placed on file.

Minimum Attendance Guarantee | To ensure availability of all food and beverage items on your menu order, we require your attendance guarantee five (5) business days prior to your wedding reception.



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PACKAGES

all inclusive packages

~Diamond Package | \$78 per person

Choice of four hot hors d'oeuvres and two cold hors d'oeuvres

Choose any plated dinner or buffet

One keg of domestic beer and one hour of hosted bar

~Platinum Package | \$64 per person

Choice of three hot hors d'oeuvres and two cold hors d'oeuvres

Choose any plated dinner or buffet

One keg of domestic beer

~Gold Package | \$48 per person

Choice of two hot hors d'oeuvres and two cold hors d'oeuvres

Choose any plated dinner or two item buffet (excludes Filet option)

~Silver Package | \$35 per person

Choice of one hot hors d'oeuvre and one cold hors d'oeuvre.

Choose any plated dinner or one item buffet (excludes Beef options)

Per person price is inclusive of current service charge and current sales taxes



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PERSONAL TOUCHES & SERVICES

amenities and services to make it yours

Audio Visual Package | \$200++

includes Screen, Projector, DVD Player & House Sound

Chair Covers | \$3++ per chair

black or white

Spandex Sash | \$2.75++ per chair

color of choice (custom ordered item)

Uplighting | \$25++ each

choice of coordinating color

Monogrammed Gobo | starting at \$250 (custom ordered item)

Cocktail Servers | \$25++ per server, per hour

Butler Passed Hors d'Oeuvres | \$25++ per server, per hour

White Glove Service | \$30++ per server, per hour

Professional Cake Cutting Service | \$75++

cut and plated for self service

Professional Cake Cutting & Serving | \$150++

cut, plated and served

Wedding Ceremony Room & Set | \$1.50++ per person

includes Theater Seating, Riser & Alter Table

room rental fee applies if in separate room from reception



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Vendor Reference List

just a few helpful hints

Photography

Ken Doll | 785.231.7191

Molly Harmon | 785.760.7773

Capture Moments by Christina | 785.213.4831

DJs and Music

Musical Knights | 785.357.8585

DubL-D Entertainment | 785.221.2211

Affordable Professional DJ's | 785.506.2272

Mic King Music and Events | 816.407.9522

Complete Music | 800.755.3535

Powerhouse | 785.286.1292

Cake Decorators

Hy-Vee | 785.272.1763

Cakes by Jerry | 785.484.1092

Confectionary Disasters | 785.408.4016

Small Cakes | 785.286.7065

Mad Eliza's | 785.478.0880

Florist

Chinell's Flowers | 785.246.0908

Flower Market | 785.233.2418

Absolute Design by Brenda | 785.266.7999

University Flowers | 785.232.4012

Other Services

Cortez Transportation Company (Limousine) | 785.233.5466

Kooser Design | 785.213.4872

Linens on the Go | 785.554.1741

Say Cheez Photobooth | 785.220.7249



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DINNER

All Charges on all items are subject to a 22% service charge and applicable sales tax. All prices are per person unless otherwise stated.

DINNER

plated dinners



chicken selections

chicken angeline \$23.95 | lightly breaded chicken breast topped with a parmesan cream sauce

bourbon street chicken \$23.95 | grilled chicken breast topped with bourbon cream sauce, bacon crumbles and cheddar cheese

chicken parmesan \$23.95 | lightly breaded chicken breast topped with melted mozzarella cheese and marinara; served on a bed of linguine

herb roasted chicken \$21.95 | herb grilled chicken breast with a herb jus

chicken cordon bleu \$23.95 | breaded chicken breast stuffed with honey ham and mozzarella cheese

beef selections

All beef cooked to medium

grilled kansas city strip \$38.95 | tender 10 oz choice angus kc strip marinated and grilled

filet of sirloin \$34.95 | tender 8 oz filet of sirloin topped with mushroom demi-glace

beef medallions \$30.95 | tender choice angus beef medallions topped with a balsamic au jus

filet mignon (market price) | tender 8 oz choice of filet topped with a mushroom demi-glace

beef tips \$25.95 | tender tips sautéed with mushrooms and onion and finished in a white wine demi-glace

pork & fish selections

roasted pork loin \$24.95 | marinated boneless pork loin, slow roasted to perfection and served with a shiitake mushroom demi-glace

apple glazed pork chop \$25.95 | grilled pork chop topped with roasted apples and sweet onions, finished with a sweet apple glaze

pesto roasted salmon \$26.95 | roasted salmon topped with a fresh pesto cream sauce

tilapia \$23.95 | tender and flaky rubbed with blackened seasoning

vegetarian selections

portobello mushroom steak \$20.95 | marinated in red wine, balsamic vinegar, garlic and spices then grilled

mushroom penne pasta \$20.95 | penne with shiitake mushrooms in a savory mushroom cream sauce

asian stir fry \$20.95 | asian vegetables with a light asian sauce, add tofu for \$2

tomato tortellini \$20.95 | cheese filled with a tomato cream sauce

All plated dinners include:

choice of salad (choose 1)
house
caesar
wedge

upgrade to salad choice of:
chopped or strawberry pecan salad \$1.50

dessert

rolls and butter

chef's choice of:
starch and vegetable

water

iced tea

coffee service





DINNER

plated duet dinners

create your own unique plate \$40.95

choose 2 entrées

herb roasted chicken | herb grilled chicken breast with a herb jus

chicken angeline | lightly breaded chicken breast topped with a parmesan cream sauce

bourbon street chicken | grilled chicken breast topped with bourbon cream sauce, bacon crumbles and cheddar cheese

roasted pork loin | marinated boneless pork loin, slow roasted to perfection and served with a shiitake mushroom demi-glace

filet of sirloin | tender 6 oz filet of sirloin cooked to perfection

beef medallions | tender beef medallions topped with balsamic au jus

shrimp scampi | broiled shrimp with a garlic butter sauce

tilapia | tender and flaky rubbed with blackened seasoning

pesto roasted salmon | roasted salmon topped with a fresh pesto cream sauce

All plated duet dinners include:

choice of salad (choose 1)

house
caesar
wedge

upgrade to salad choice of:
chopped or strawberry pecan salad \$1.50

dessert

rolls and butter

chef's choice of:
starch and vegetable

water

iced tea

coffee service

Upgrade to filet mignon for \$45.95

DINNER

themed dinner buffets

taste of italy \$27.95

beef or vegetable lasagna | layers of pasta, roasted vegetables, ricotta cheese, mozzarella cheese and tomato sauce

chicken parmesan | lightly breaded chicken breast with mozzarella cheese and marinara sauce

penne pasta | served with creamy alfredo and zesty marinara sauces

italian green beans | tossed with olive oil and italian seasoning

fresh fruit salad | a blend of fresh seasonal fruits

mixed green salads | fresh mixed greens with tomatoes, cucumbers, croutons, shredded cheese and assorted dressings

garlic bread sticks

choice of tier 1 dessert display

enhancements

pasta action station with chef's attendant \$3 | have our culinary team prepare a pasta dish-to-order for your guests



taste of mexico \$28.95

choose 2 of the following meats:

carnitas | slow simmered shredded pork with salsa verde, served with flour tortillas

chicken mole | shredded chicken braised in a rich dark chili sauce

chicken fajitas | tender strips of seasoned chicken with peppers and onions served with flour tortillas

carne asada | sliced marinated strips of beef with peppers and onions, served with flour tortillas

spanish rice | blend of rice with tomato, peppers and southwest spices

frijoles charros | stewed pinto beans with bacon and onions

fresh fruit salad | blend of fresh seasonal fruits

tortilla chips | tortilla chips with salsa

mixed green salad | fresh mixed greens with tomatoes, cucumbers, croutons, shredded cheese and assorted dressings

7-layer dip | refried beans, sour cream, guacamole, shredded cheddar cheese, red onions, chopped tomatoes, jalapeños and black olives

choice of tier 1 dessert display

All themed dinner buffets include:

rolls & butter

water

iced tea

coffee service

50 person minimum. Any amount less than minimum will be charged a \$100 chef fee.

DINNER

themed dinner buffets (cont.)

taste of kansas city

2 meats | \$26.95

3 meats | \$29.95

choose from the following meats:

smoked brisket | tender slices of smoked brisket with bbq sauce

bbq pork ribs | slow cooked to perfection and smothered in bbq sauce

bbq chicken | tender chicken legs and thighs basted in bbq sauce

bbq pulled pork | slow roasted pork shoulder covered in bbq sauce and served with cuban buns

mixed green salads | fresh mixed greens with tomatoes, cucumbers, croutons, shredded cheese and assorted dressings

baked beans

corn on the cob

potato salad

cole slaw

silver dollar rolls

choice of tier 1 dessert display



taste of asia \$27.95

sweet chili glazed satays | skewers of chicken with a sweet chili glaze

pork fried rice | traditional chinese fried rice with pork

cashew chicken | chicken with asian vegetables in a savory sauce and toasted cashews

beef and broccoli | tender beef and broccoli

vegetable or pork spring rolls

steamed white rice

fresh fruit salad | a blend of fresh seasonal fruits

mixed green salad | fresh mixed greens with tomatoes, cucumbers, croutons, shredded cheese and assorted dressings

choice of tier 1 dessert display

enhancements

stir fry station \$4 | hand cooked-to-order choice of chicken or beef

All themed dinner buffets include:

rolls & butter

water

iced tea

coffee service



50 person minimum. Any amount less than minimum will be charged a \$100 chef fee.

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GENERAL INFO BREAKFAST BREAKS LUNCH **DINNER** RECEPTION BAR
PLATED DUET **BUFFETS** ENHANCEMENTS DESSERTS

DINNER

dinner buffets & enhancements



your choice of entrées

- meat loaf
- pot roast
- bbq brisket
- pork loin
- vegetable lasagna
- bourbon street chicken
- chicken angelina
- flank steak
- beef medallions
- pulled pork
- beef lasagna
- pesto salmon

choice of tier 1 dessert display

carving and specialty stations*

carved roast beef	\$6
herb encrusted prime rib	\$14
roasted breast of turkey	\$7
baked honey glazed ham	\$4
roasted pork loin	\$5

All themed dinner buffets include:

rolls & butter

water

iced tea

coffee service

*All specialty stations are in addition to your dinner buffet. They cannot be substituted in place of an entrée. All carved meats include a chef attendant and traditional accompaniments.

create your own

1 entrée | \$26.95

2 entrées | \$28.95

3 entrées | \$30.95

choose 1 salad

- garden
- spinach
- strawberry
- caesar

choose 2 cold side

- 4-bean salad
- caprese salad
- antipasto platter
- vegetable crudité
- fruit salad
- creamy vegetable salad
- pasta primavera salad

choose 2 starches

- orzo
- au gratin potatoes
- rice pilaf
- parmesan polenta
- mashed sweet potatoes
- pesto fettuccini
- garlic mashed potatoes
- roasted red potatoes
- macaroni & cheese

chef's fresh vegetables

50 person minimum. Any amount less than minimum will be charged a \$100 chef fee.

DINNER

desserts



tier one

choice of 1 to be included with plated dinner

new york cheesecake | creamy cheesecake with strawberry sauce

carrot cake | traditional carrot cake with cream cheese frosting

german chocolate cake | delicious blend of chocolate cake, coconut and pecans

lemon cream shortcake | refreshing layers of lemon cake and lemon cream

triple chocolate tiger cake | layers of chocolate cake and chocolate cream

strawberry cream cake | layers of strawberry puree and strawberry cream

tier two

upgrade your dessert for an additional \$3

lemon berry cream cake | lemon cake with layers of berries and mascarpone cream

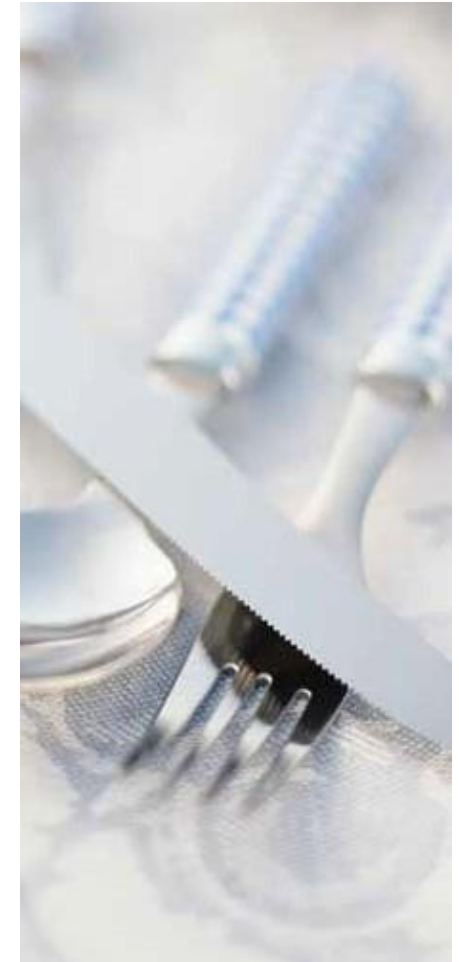
coconut cream layer cake | moist white cake layered with delicate coconut cream and topped with toasted coconut

key lime pie | a refreshing sweet & tart dessert made from florida key limes and topped with whipped cream

peanut butter pie | chocolate crumb crust and a whipped peanut butter filling

triple chocolate truffle cake | layers of chocolate cake, chocolate ganache and chocolate mousse

hot fudge sundae cheesecake | rich cheesecake topped with hot fudge, whipped cream and a cherry on top



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RECEPTION

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RECEPTION

hors d'oeuvres

*hot hors d'oeuvres

All hot hors d'oeuvres are priced 50 pieces per order

beef chicken & pork

sliders	\$125
<i>Add chef attendant for an additional \$75</i>	
asian chicken satays	\$125
chicken drumettes	\$100
pork egg rolls	\$120
lion head meatballs	\$75
sausage stuffed mushrooms	\$125
thai chicken spring rolls	\$125
assorted mini quiches	\$150
breaded chicken strips	\$125
pork pot stickers	\$125
bbq little smokies	\$75
pulled pork served served with fresh rolls	\$125
chicken taquitos	\$75

seafood

miniature crab cakes	\$135
crab stuffed mushrooms	\$135
bacon wrapped shrimp	\$175
fried shrimp	\$160
coconut shrimp	\$160
crab rangoon	\$150

vegetarian

spinach artichoke dip	\$115
<i>Each order serves 50 people</i>	
spanakopita	\$175
vegetarian egg rolls	\$150
jalapeño poppers	\$125

*cold hors d'oeuvres

All cold hors d'oeuvres are priced 50 pieces per order

shrimp ceviche shooters	\$160
shrimp cocktail	\$160
roasted red pepper hummus	\$100
<i>Each order served 50 people</i>	
white bean & roasted garlic dip	\$85
<i>Each order serves 50 people</i>	
olive tapenade crostini	\$95
shaved beef crostini	\$145
blue cheese canapés	\$100
shrimp salad canapés	\$135
curry chicken salad canapés	\$125
assorted canapés	\$125
smoked salmon canapés	\$125
deviled eggs	\$85
crab salad in a phyllo cup	\$150
fruit and cheese brochettes	\$100
cherry tomatoes stuffed with Boursin® cheese	\$125
antipasto brochettes	\$125

All cold hors d'oeuvres may be butler passed for \$25 per server

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GENERAL INFO BREAKFAST BREAKS LUNCH DINNER **RECEPTION BAR**
HORS D'OEUVRES PACKAGES DISPLAYS

RECEPTION

hors d'oeuvres packages

jet-setter package \$23.95 | includes:

- miniature crab cakes with remoulade
- bacon wrapped shrimp with raspberry chipotle sauce
- shrimp ceviche shooters
- asian chicken satays
- spinach artichoke stuffed mushrooms
- roasted red pepper hummus
- gourmet fruit & cheese display
- assorted petit fours

capitol plaza's summer party package \$21.95 | includes:

- shrimp ceviche shooters
- gourmet fruit & cheese display
- crab stuffed mushrooms
- tomato bruschetta
- spinach & artichoke dip
- individual strawberry short cakes
- "build-your own" slider station

Add a chef attendant to the slider station- additional \$75

tuscan party package \$20.95 | includes:

- tomato bruschetta
- miniature meatballs with marinara
- white bean & roasted garlic dip
- antipasto display
- italian sausage stuffed mushrooms
- spinach & artichoke dip
- fresh fruit & gourmet cheese display
- assorted petit fours

tailgater package \$18.95 | includes:

- fried chicken wings with your choice of sauce
- bbq meatballs
- spinach & artichoke dip
- chicken taquitos
- assorted cocktail sandwiches
- vegetables crudités display
- assorted domestic cheeses and crackers
- assorted dessert bars

asian \$10.95 | includes:

- crab rangoon
- veggie & pork spring rolls
- chicken satays
- fortune cookies

barbecue \$19.95 | includes:

- pulled pork served with fresh rolls
- bbq little smokies
- meatballs in bbq sauce
- deviled eggs
- chips & dip
- assorted dessert bars

fiesta \$17.95 | includes:

- tortilla chips
- queso dip
- ground beef
- shredded chicken
- fixins | pico de gallo, jalapeños, sour cream and guacamole
- chicken taquitos
- sopapillas with honey



*Minimum 25 guests.
All packages are based on 8-10
pieces per person (excluding the
vegetable, fruit & cheese display)*

RECEPTION

packages (cont.) & displays

packages

iced seafood bar \$26.95 | includes:

- crab claws
- shrimp cocktail
- shrimp ceviche shooters
- smoked salmon canapés
- assorted petit fours

the tavern \$18.95 | includes:

- fried chicken wings with choice of sauce
- house made sauces:**
buffalo, pineapple soy, spicy orange, chili & lime, raspberry bbq, traditional bbq, or garlic & herb
- celery & carrot sticks with ranch and blue cheese dressing
- potato skins
- jalapeño poppers
- chips and salsa
- fudge brownie bits

ultimate wings \$14.95 | includes:

- fried chicken wings with your choice of 3 of our **house made sauces:**
buffalo, pineapple soy, spicy orange, chili & lime, raspberry bbq, traditional bbq, or garlic & herb
- served with crisp veggies, ranch & blue cheese dressings -
- assorted dessert bars

dips and spreads \$17.95 | includes:

- spinach artichoke dip
- olive tapenade
- roasted red pepper hummus
- bruschetta with herbed goat cheese
- tortilla and pita chips
- vegetable crudité with ranch dressing
- assorted petit fours

“build your own” s’mores \$7.95 | take your guests back in time... roast your own homemade marshmallows over an open flame; served with graham crackers, milk chocolate and dark chocolate.

A New Capitol Plaza Favorite!

displays

vegetable crudités \$4.25 | fresh seasonal vegetables; served with ranch dipping sauce

fresh fruit display \$4.75 | a selection of sliced fresh seasonal fruits

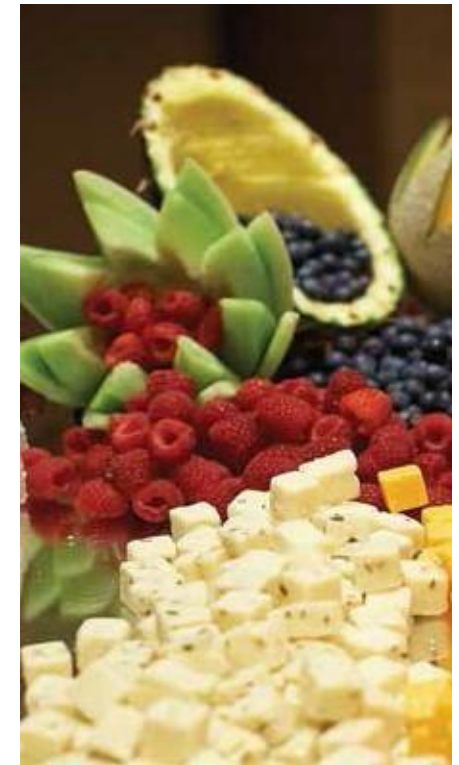
market cheese display \$4.50 | an assortment of domestic cheeses and crackers

international meat & cheese display \$6.50 | an assortment of international deli meats and cheeses with crisp lavosh

antipasto platter \$7 | hard salami, artichoke hearts, kalamata olives, roasted red peppers and assorted cheeses

dessert bar \$8 | an assortment of delicious desserts prepared by our culinary team, items include: chocolate mousse, assorted petit fours, miniature cheesecakes, chocolate covered strawberries and dessert bars

the candy bar \$9 | a selection of your childhood favorites! M&M’s®, Peanut M&M’s®, Skittles®, Snickers®, assorted jelly beans, Milky Way®, Gummi Bears®, Reese’s® Peanut Butter Cups



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BAR

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GENERAL INFO BREAKFAST BREAKS LUNCH DINNER RECEPTION **BAR**
BEVERAGE SERVICE

BAR

beverage service

premium brands

Pinnacle Vodka
 Cruzan Rum
 Captain Morgan Rum
 J&B Scotch
 Canadian Club Canadian Whisky
 Jim Beam Bourbon
 Sauza Gold Tequila
 New Amsterdam Gin

super premium brands

Absolut Vodka
 Dewars Scotch
 Crown Royal Canadian Whisky
 Jack Daniel's Tennessee Whiskey
 Sauza Blue Silver Tequila
 Tanqueray Gin
 Bacardí Rum

ultra premium brands

Grey Goose Vodka
 Glenlivet Scotch
 Patrón Silver Tequila
 Woodford Reserve Kentucky Bourbon

hosted bar

premium brands \$4.50
 super premium brands \$6.50
 ultra premium brands \$7.50
 domestic bottle beer \$4.00
 import bottle beer \$4.75
 microbrew bottle beer \$4.75
 glass of house wine \$6.00
 assorted soft drinks \$2.50
 0domestic keg \$325.00
 house bottle wine \$24.00
 import /microbrew keg Market

cash bar

premium brands \$5.25
 super premium brands \$7.25
 domestic bottle beer \$4.75
 import bottle beer \$5.25
 microbrew bottle beer \$5.25
 glass of house wine \$6.50
 assorted soft drinks \$2.75

cash bar prices are inclusive of sales tax

A bartender fee of \$50 will be charged per hour. The fee will be waived if beverage sales average \$150 per hour, per bartender.

host bar package

	first hour	each additional hour
premium brands	\$11	\$8
super premium brands	\$13	\$9

Unlimited quantities served within hours specified. The number of persons charged is based upon the food function guarantee or the number in attendance, whichever is greater.

2 hour minimum and 25 person minimum.

