

# BANQUET AND CATERING MENU 2016- 2017



# WELCOME

Dear Guest,

Special occasions, big meetings, celebrations - at Hilton Garden Inn Oshkosh we know how important they are, and we know how to make them rewarding and memorable.

Please take a moment to look over our catering menu. You'll find plenty of choices, complimented by our knowledgeable and attentive staff of professionals who are committed to creating a successful event for you and your guests. If you have any questions, please do not hesitate to contact us.

Thank you for making us a part of your plans. Welcome to the Hilton Garden Inn Oshkosh!



1355 W. 20th Avenue • Oshkosh, WI 54902  
920-966-1300 • [www.oshkosh.hgi.com](http://www.oshkosh.hgi.com)

# MEETING & BANQUET SPACE

## EVENT ENTRANCE

Separate event entrance to hotel conference center.

## BALLROOM

Flexible Ballroom space with room combinations from 600 sq. ft. to 4,800 sq. ft., and sizes in between.

## PRE FUNCTION

Our window to the world! Conducive to pre-receptions, ceremonies—and the tile floor may be used as a dance floor.

## OBSERVATION DECK

6,300 sq. ft. of open-air space—ideal for ceremonies, pre-receptions, cigar aficionados, desserts & dancing under the stars!



Room	Sq Ft	Room Size	Ceiling Height	Theater	Classroom 2 per table	Rounds of 8	Conference	U-Shape
Ballroom	4,800	80'x60'	12'	600	200	400	160	130
Yeager	600	20'x30'	12'	50	26	48	20	16
Wittman	600	20'x30'	12'	50	26	48	20	16
Mitchell	600	20'x30'	12'	50	26	48	20	16
Wright Brothers	600	20'x30'	12'	50	26	48	20	16
Conrad	600	20'x30'	12'	50	26	48	20	16
Shepard	600	20'x30'	12'	50	26	48	20	16
Rickenbacker	600	20'x30'	12'	50	26	48	20	16
Earhart	600	20'x30'	12'	50	26	48	20	16
Boardroom	600	20'x30'	9'	NA	NA	NA	12	NA
Kitty Hawk Deck (1)	6300	99'x85' L-Shape	NA	600	NA	400	NA	NA
2 Sections	1200	40'x30'		100	52	96	40	32
4 Sections	2400	40'x60'		200	104	192	80	64
6 Sections	3600	60'x60'		300	156	288	120	96
Pool Patio Garden	1260	70'x18'	NA	NA	NA	NA	NA	NA

\* Meeting room rental rates are not applicable during special events

1) Outdoor space is weather dependent

2) Ballroom rental required for inclement weather site

*An eighteen percent (18%) service charge and applicable state sales tax (5%) will be added to all food and beverage arrangements.*



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# BREAKFAST

## CONTINENTAL BREAKFAST

*(A minimum of 10 people required)*

### TRADITIONAL 8.95 per person

Assorted fresh pastries and muffins served with butter and preserves, chilled fresh orange juice, regular and decaffeinated coffee, and assorted hot tea

### EXECUTIVE 10.95 per person

Assorted fresh pastries and muffins served with butter and preserves, bagels and cream cheese, seasonal fresh fruit tray, regular and decaffeinated coffee, assorted hot tea, chilled fresh orange juice

## PLATED BREAKFAST

*(A minimum of 15 people required)*

### COUNTRY CLASSIC 11.95 per person

Two freshly scrambled eggs, breakfast potatoes or fresh fruit, southern cheese grits, choice of bacon, ham, or sausage

### EGGS BENEDICT 11.95 per person

Two poached eggs atop a toasted English muffin and Canadian bacon topped with hollandaise sauce. Served with breakfast potatoes or fresh fruit

### FRENCH TOAST 11.95 per person

Texas French toast with warm maple syrup, breakfast potatoes or fresh fruit, choice of bacon, ham, or sausage

### ALL PLATED BREAKFASTS INCLUDE:

Breakfast pastry basket, chilled fresh orange juice, regular and decaffeinated coffee, assorted hot tea



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# BREAKFAST BUFFETS

## PRE-FLIGHT 12.95 per person

*(A minimum of 25 people required)*

Fresh pastries and muffins with butter and preserves  
bagels and cream cheese  
seasonal fresh fruit tray  
assorted cereals and milk  
variety of yogurts

## SUNRISE 15.95 per person

*(A minimum of 25 people required)*

Fresh pastries and muffins with butter and preserves  
country biscuits with sausage gravy  
seasonal fresh fruit tray  
freshly scrambled eggs  
breakfast potatoes  
crisp bacon and sausage

## FUEL-UP 17.95 per person

*(A minimum of 25 people required)*

Fresh pastries and muffins with butter and preserves  
country biscuits with sausage gravy  
seasonal fresh fruit tray  
variety of yogurts  
French toast with warm maple syrup  
freshly scrambled eggs  
breakfast potatoes or southern grits  
crisp bacon and sausage

## ALL BUFFET BREAKFASTS INCLUDE:

Chilled fresh orange juice, regular and decaffeinated  
coffee, assorted hot teas



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# BREAK OPTIONS A LA CARTE



## BEVERAGES

Freshly brewed coffee	30 per 1.5 gallon
Chilled juices (orange, apple, cranberry, grapefruit, guava)	10 per carafe
Milk	10 per carafe
Iced tea with fresh lemon	8 per carafe/22 per gallon
Lemonade	8 per carafe/22 per gallon
Bottled water	3 each
Can soda	2 each
Milk by the glass	2 each
Fruit Punch	22 per gallon

## SNACKS

Muffins	24 per dozen
Pastries	20 per dozen
Bagels and cream cheese	24 per dozen
Croissants with butter and preserves	25 per dozen
Individual yogurts	3 each
Individual cereals	2 each
Whole fresh fruit	1.50 each
Sliced fresh fruit and berries	2.50 per person
Granola bars	1.50 each
Mixed Nuts	14 per pound
Goldfish crackers or spicy snack mix	8 per pound
Pretzels	6 per pound



## DESSERTS

Freshly baked cookies	20 per dozen
Fudge brownies	22 per dozen
Miniature Italian pastries	26 per dozen
Cheesecake by the slice w/topping	7 each
Brownie Sundae	6 each
Carrot Cake by the slice	5 each
Tiramisu by the slice	6 each
Chocolate Mousse with fresh berries	5 each

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# PLATED LUNCH

## MOBLEY CHICKEN 14.95 per person

*(A minimum of 10 people required)*

Famous Hilton salad with romaine lettuce, grape tomatoes, bleu cheese, walnuts, grilled chicken breast, and sliced granny smith apples tossed in our Key West balsamic vinaigrette

served with freshly baked rolls and butter

iced tea with fresh lemon

## CHEF SALAD 13.95 per person

*(A minimum of 10 people required)*

Classic fresh garden salad topped with ham, turkey, cheese, egg, tomatoes, black olives, and green onions, served with your choice of dressing

served with freshly baked rolls and butter

iced tea with fresh lemon

## SOUP AND SALAD 9.95 per person

*(A minimum of 10 people required)*

Fresh garden salad with assortment of toppings and your choice of dressing

chef's house-made soup selection

served with freshly baked rolls and butter

iced tea with fresh lemon

## CHICKEN CAESAR 12.95 per person

*(A minimum of 10 people required)*

Grilled breast of chicken served on a bed of romaine lettuce tossed in classic Caesar dressing served with shaved parmesan

served with freshly baked rolls and butter

iced tea with fresh lemon

## ADD SOUP SELECTION 2.00 per person

## DELI SANDWICH 13.95 per person

*(A minimum of 10 people required)*

Turkey, ham, and cheese on kaiser roll garnished with lettuce, tomato, onion with a pickle spear and chef's choice potato salad or cole slaw

iced tea with fresh lemon

## CHICKEN SANDWICH 14.95 per person

*(A minimum of 10 people required)*

Grilled chicken breast atop a toasted bun garnished with lettuce, tomato and onion served with a pickle spear and house-made potato chips

iced tea with fresh lemon

## SOUTHWEST WRAP 15.95 per person

*(A minimum of 10 people required)*

Grilled chicken strips with romaine lettuce, tomato, avocado, pepper jack cheese, and southwest ranch sauce and wrapped in a flour tortilla, served with house-made potato chips

iced tea with fresh lemon



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# LUNCH BUFFET & BOXED LUNCH

## LUNCH BUFFETS

(A minimum of 25 people required)

### LINDBERGH 18.95 per person

Roast beef, turkey, ham, assorted cheeses  
lettuce, tomato, onion, pickle  
assorted deli breads and rolls  
chef's choice salad  
fresh seasonal fruit salad  
house-made potato chips  
assortment of freshly baked cookies  
iced tea with fresh lemon

### TAILGATE PARTY 17.95 per person

Grilled hamburgers and bratwursts with buns  
lettuce, tomato, onion, pickle  
baked beans  
chef's choice salad  
fresh seasonal fruit salad  
house-made potato chips  
assortment of freshly baked cookies  
iced tea with fresh lemon



## BOX LUNCH

### ALL-AMERICAN SANDWICH 11.95 per person

Select one sandwich; served on an artisan roll

Turkey and Swiss cheese

Roast beef and cheddar cheese

Ham and cheddar cheese

Grilled vegetables

served with individual bag of potato chips, pasta salad, and chocolate chip cookie

### DELI WRAP 11.95 per person

Select one sandwich; served on whole wheat tortilla

Southwest roast beef with grilled peppers

Grilled chicken with ranch

Roasted turkey with pesto

Grilled vegetables

served with individual bag of potato chips, pasta salad, and chocolate chip cookie

### GOURMET SALAD 11.95 per person

Select one salad

Barbeque chicken, mixed greens, black beans, onions, bell peppers, tomatoes, ranch barbeque dressing

Herb marinated chicken, romaine, cornbread croutons, red onion, parmesan cheese, Caesar dressing.

served with gourmet potato chips and gourmet brownie

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# RECEPTION

## **Vegetable Crudités with Dip**

Small (30-50) 95.00  
Large (90-100) 160.00

## **Wisconsin Cheese**

*Cheddar, pepper jack, mozzarella and Swiss with assorted crackers*

Small (30-50) 95.00  
Large (90-100) 160.00

*Add Sausage:*

Small (30-50) 115.00  
Large (90-100) 195.00

## **International Cheese**

*Gouda, Port Salut, French brie, Camembert & gorgonzola, with assorted crackers and fruit*

Small (30-50) 115.00  
Large (90-100) 195.00



## **Baked Brie in Puff Pastry**

*Wheel of brie wrapped in puff pastry and baked until golden brown, with crackers serves (50) 150.00*

## **Bruschetta Display**

*with hummus, tapenade, sundried tomatoes, bruschetta and fresh baguettes*

Small (30-50) 105.00  
Large (90-100) 155.00

## **Sliced Fresh Fruit and Berry Display**

Small (30-50) 105.00  
Large (90-100) 180.00

## **Whole Smoked Salmon**

*with water crackers and cucumber dill sauce*  
(Serves 75) 145.00

## **Whole Smoked Trout**

*with water crackers*  
(Serves 75) 145.00



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# RECEPTION

## COLD HORS D'OEUVRES

*Priced per 50 pieces*

- Deviled Eggs 75.00
- Cucumber & Boursin Cheese Sandwiches 75.00
- Salami Cornucopias 75.00
- Mini Savory Chicken Salad Profiteroles 75.00
- Asparagus Wrapped with Prosciutto 85.00
- Berry & Melon Fruit Kabobs 90.00
- Mini Savory Shrimp Salad Profiteroles 90.00
- Chicken Saltimbocca Roulade 90.00
- Pork and Prosciutto Roulade 90.00
- Finger Sandwiches 95.00
- Shaved Prime Rib Sandwiches Boursin 105.00
- Antipasto Skewers 135.00
- Shrimp on Ice Market Price
- Crab Claws Market Price

*Served Butler Style  
25.00 per Hour per Server*

## HOT HORS D'OEUVRES

*Priced per 50 pieces*

- Cocktail Franks 65.00
- Mini Corn Dogs 65.00
- Toasted Ravioli 75.00
- BBQ Meatballs 75.00
- Swedish Meatballs 75.00
- Cranberry Meatballs 75.00
- Hot Wings with Bleu Cheese 75.00
- Mini Wisconsin Bratwurst 75.00
- Mozzarella Sticks with Marinara 75.00
- Bacon Wrapped Water Chestnuts 80.00
- Chicken Strips with Ranch & Honey Mustard 85.00
- Vegetarian Egg Rolls with Sweet & Sour Sauce 90.00
- Southwest Chicken Egg Roll with Southwestern Ranch Sauce 90.00
- 14" Cheese Pizza 14.00/pizza  
Wisconsin Mozzarella Cheese  
Add Pepperoni, Sausage, Ham, Bacon, Tomatoes, Black Olives, Bell Peppers, Pineapple or Onions /1.50 per topping

To assist you with your planning:

- Light Hors d'oeuvres (4-6 pieces per person)
- Medium Hors d'oeuvres (7-10 pieces per person)
- Heavy Hors d'oeuvres (11-15 pieces per person)

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# RECEPTION ADDITIONS



## FROM THE BUTCHER BLOCK

**Choice Round of Beef**      **40 servings**      **155.00**  
Slow roasted seasoned U.S.D.A. choice inside round

**Brown Sugar Glazed Ham**      **40 servings**      **155.00**  
Slow roasted pit ham glazed with a brown sugar glaze

**Roast Turkey Breast**      **40 servings**      **155.00**  
Turkey breast served with a cranberry mayo

Add a butcher block selection to any dinner buffet for 6.95 per person  
All carving stations items served with rolls & appropriate condiments  
All carving stations require a 25.00/hour attendant fee.

## ACTION STATIONS

Minimum of 50  
Additional 1.50 per Person, if under the minimum

**Pasta Extraordinaire**      **9.95 per person**  
Penne & tortellini pasta sautéed topped with your favorite sauce.  
Choose three: Tuscan red pepper clam sauce, home-style marinara, meat sauce, Alfredo, pesto or Masala cream sauce served with garlic bread and breadsticks

**Far East Extravaganza**      **9.95 per person**  
Stir fried hibachi or sesame style beef, chicken or pork  
fried rice, steamed rice and oriental vegetables.  
Served with spring rolls

**South of the Border Fiesta**      **10.95 per person**  
Sizzling fajitas with marinated chicken or beef strips, onions & peppers served with all the perfect ingredients to build your own fajitas & tacos seasoned ground beef, refried beans, shredded cheeses, lettuce, tomatoes, diced onion, sour cream, salsa, guacamole, warm flour tortillas and hard taco shells

All action stations require a 25.00/hour attendant fee.

Carving & Action Stations are designed to enhance your hors d'oeuvre party or dinner buffet, not sold separately

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# DINNER BUFFET

Choice of One Entrée 19.95

Choice of Two Entrées 22.95

Choice of Three Entrées 26.95

## Salad

**Select One:**

Caesar Salad

House Mixed Greens Salad

## Entrées

### **Chicken Wellington**

Chicken stuffed with mushroom duxelle and wrapped in flaky puff pastry with fresh tarragon sauce

### **Pepper Crusted Chuck Roast**

Pepper crusted chuck roast. Served with au jus

### **Roasted Southwest Pork Tenderloin**

Seasoned roasted pork loin served with sautéed onions and bell peppers topped with cider mustard glaze

### **Burgundy Beef Tips**

Mushroom gravy

### **Monterey Chicken**

Monterey jack cheese, avocado, sun-dried tomato coulis

### **Baked Ham**

Brown sugar butter sauce

### **Marinated Mahi-Mahi**

Ginger and lime

### **Baked Manicotti**

Pasta stuffed with herb ricotta cheese

### **Grilled Atlantic Salmon**

Grilled salmon served with cucumber dill sauce

### **Herb Baked Chicken**

Traditional herbs and seasonings

## Potatoes/ Starches / Vegetables

**Select Two:**

Rosemary Red Potatoes

Whipped Potatoes & Gravy

Oven Roasted Potatoes

Rice Pilaf

Herb Butter Red Potatoes

Garlic & Oil Noodles

Herb & Onion Risotto

Rosemary Risotto

Duchess Potatoes (add 1.00)

Twice Baked Potato (add 1.00)

Honey Glazed Baby Carrots

Broccoli with Chive Butter

Mediterranean Blend

Bahamas Blend

Green Beans Almandine

Pacific Blend Vegetable

Key Largo Blend

**Served with Assorted Rolls & Butter**

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# PLATED DINNER

## INCLUDES

*(A minimum of 10 people required)*

Choice of soup or salad

Warm rolls with butter

Chef's choice vegetable and starch

Iced tea with fresh lemon and coffee service

*Should you wish to offer your guests a choice of Entrée, pricing a fee of \$3.00 per person will be added to menu price*



## GRASSLANDS

### **Tenderloin with Brandy Peppercorn Sauce 25.95**

*Tenderloin filet grilled to perfection and topped with a brandy peppercorn sauce*

### **Prime Rib of Beef 23.95**

*U.S.D.A rib-eye of beef marinated and slow roasted in rosemary*

### **Steak Neptune 26.95**

*Tenderloin filet topped with crabmeat and asparagus served over a pool of béarnaise sauce*

### **Southwest Roasted Pork Loin 19.95**

*Seasoned roasted pork loin served on a bed of sautéed tri color peppers*



## VEGETARIAN

### **Vegetarian Stir-Fry 16.95**

*Snow peas, mushrooms, celery, carrots, bell pepper, served over white rice*

### **Eggplant Parmesan 16.95**

*Seasoned bread crumbs, olive oil, bell pepper marinara, mozzarella cheese, whole grain linguini, basil pesto*

### **Portobello Pesto Tortellini 16.95**

*Cheese tortellini, parmesan basil pesto cream, ratatouille, Portobello mushrooms*

### **Premium Salad Choices**

Caesar Salad +1.00

Supper Club Salad +1.00

Fruit Cup +1.00

Tomato, Basil & Mozzarella Salad +2.00

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# BEVERAGE INFORMATION

## DRAFT BEER KEGS

½ Barrel Domestic 300.00  
½ Barrel Premium/Import Market Price



## WINES AND CHAMPAGNES

House Wine- Canyon Road

*Merlot, Cabernet Sauvignon, Chardonnay, Pinot Noir, Moscato*  
\$20 per bottle

*If You Desire Hand Passed Wine, Please Allow 4 Glasses Per Bottle.*

Champagne

*If You Desire Hand Passed Champagne or a Champagne Toast, Please Allow 6 Glasses Per Bottle.*

Wycliff Cellars 20.00

Korbel Brut 40.00

Martini & Rossi Asti Spumante 30.00 (*Minimum 6 Bottles*)

## BAR SETUP AND LABOR

Bar Set-up: \$50.00 Per Bar

*Includes: Bar Table Ice, Fruit, Napkins, Plastic Glasses, Stir Sticks & Picks*

Bartenders will be furnished at no charge if the sales amount averages more then \$100 per hour period.

If sales are less then \$100 the charge will be \$25.00 per bartender per hour.

Bartenders requested for less than a one hour period will be charged \$25.00 service fee per bartender.

Bartenders requested over our normal staffing will require a charge of \$25 per bartender per hour.

Cocktail service will be charged a \$10.00 per hour per Cocktail service.

### Cash Bars

Will be charged for bar set-up and labor unless minimum sales are met, and all drinks will be charged to the guests on a per drink basis.

### Host Bars

Will be charged for bar set-up, labor unless minimum is met, and drinks will be charged to the host on a per drink basis. The beverage total is also subject to 5% Wisconsin Sales Tax and a 18% Service Charge.

# PLATED DINNER

## INCLUDES

*(A minimum of 10 people required)*

Choice of soup or salad

Warm rolls with butter

Chef's choice vegetable and starch

Iced tea with fresh lemon and coffee service

*Should you wish to offer your guests a choice of Entrée, pricing a fee of \$3.00 per person will be added to menu price*



## COMBINATIONS

### **Tenderloin & Chicken Forestiere 25.95**

*Grilled tenderloin medallion and sautéed chicken breast nestled under a wild mushroom ragout*

### **Grilled Tenderloin & Mahi-Mahi 27.95**

*Grilled tenderloin medallion paired with grilled Mahi-Mahi topped with herbed butter and balsamic reduction*

### **Tenderloin & Shrimp 30.95**

*Grilled tenderloin medallion topped with a mushroom confit paired with large shrimp adorned with garlic bread crumbs*

### **Chicken Princess & Grilled Atlantic Salmon 22.95**

*Sautéed chicken in butter and topped with asparagus spears and Monterey cheese paired with a grilled filet of salmon and served with fresh tarragon cream sauce*

### **Cranberry Glazed Pork & Baked Haddock 23.95**

*A pairing of pork loin and baked haddock with cranberry citrus sauce and garnished with cranberry chutney and orange*



## SEAFOOD

### **Grilled Atlantic Salmon 19.95**

*Grilled salmon served with cucumber dill sauce*

### **Roasted Mahi-Mahi 21.95**

*Served over herb spätzle and a reduced balsamic vinegar sauce*

### **Garlic and Herb Shrimp 22.95**

*Jumbo shrimp adorned with garlic and herb, Served over a pool of béchamel sauce*

### **Lemon Pepper Haddock 19.95**

*Broiled haddock seasoned with lemon pepper*

## Premium Choices

Caesar Salad +1.00

Supper Club Salad +1.00

Fruit Cup +1.00

Tomato, Basil & Mozzarella Salad +2.00

# FOR THE KIDS

**Chicken Fingers with French Fries 9.95**

**Macaroni & Cheese 7.95**

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# AUDIO VISUAL & EQUIPMENT

## AUDIO VISUAL

Projection Screen, 5'	30
Projection Screen, 10'x10'	100
Projection Screen, Wide Screen 3' x 6'	40
LCD Projector	175
A/V Table with Power Strip & Extension Cord	25
HD TV Monitor 42" with HDMI Capabilities	65
Flipchart with Pad & Markers	25
Additional Pad	20
Podium, Standing	20
Podium, Standing with Basic Mic & House Sound	50
Microphone, wireless (lapel) with House Sound	95
Microphone, wireless handheld with House Sound	95
Mixer, 4-channel (requires Tech)	30
Internet Access, Wireless	Complimentary
Internet Access, Wired	10
Speakerphone	50
Technician	50 per hour, min. 3 hours (during business hours)



## ADDITIONAL FEATURES AVAILABLE

Custom Audio Video Requirements  
 Table, Hi-boy 42", 30" round  
 Chair Cover with Sash  
 Red Carpet, 5'x50'  
 Velvet Rope & Stanchion

*Additional items available upon request. Rates reflect a daily charge. Pricing subject to change. An eighteen percent (18%) service charge and applicable state sales tax (5%) will be added to all food and beverage arrangements.*

# INFORMATION & GUIDELINES



## BILLING & DEPOSITS

A deposit in the amount of the room rental fee is due to guarantee space on a definite basis. Deposits to guarantee the room space are non-refundable. Any payments made before the event will be refunded at the hotels' discretion. The remaining balance is due five business days prior along with the "guaranteed attendance" with the exception of weddings. Guaranteed attendance is due seven days prior to the event. In the event of a hosted bar, the final bar bill payment is due at the conclusion of the event. Payments may be made in the form of cash, check, or credit card for all events. All events require a credit card authorization form on file prior to event.

## MENU GUIDELINES

Specific menus are due no later than thirty (30) days before the event. All food and beverage consumed must be purchased from the hotel, with the exception of specialty cakes from a licensed bakery. Leftover food may not be removed from the hotel property with the exception of the cakes brought in by the client. In most cases, the hotel will be hosting more than one event during the same time period. For this reason, service timing is critical and must be taken into consideration to enable excellent service and food quality to all clients and guests. Please keep in mind that the hotel will not guarantee food served past a 15 minute delay in food service time, as this type of delay jeopardizes the quality of your meal. The attached menus are simply a guideline of our culinary abilities. We would be happy to design a specific menu to meet your needs and will price it accordingly. Guaranteed attendance is due five business days prior to the event date with the exception of weddings. Guaranteed attendance is due seven days prior to the event. Dietary substitutions will be prepared upon request; last minute requests will be handled to the best of the Chef's abilities. The menu prices will be confirmed 2 months prior to scheduled function.

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# INFORMATION & GUIDELINES



## SALES TAX & SERVICE CHARGE

All food and beverage is subject to an eighteen percent (18%) service charge and five percent (5%) Wisconsin sales tax. All non food charges are only subject to the Wisconsin sales tax.

## GUARANTEED ATTENDANCE

The guaranteed attendance (or, "count") is due five (5) business days prior to the event. This guaranteed attendance may be increased, but not decreased up to 72 hours prior to the event. An increase in guaranteed attendance of more than five percent (5%) is subject to menu item availability and substitutions may be made. For increases to guaranteed attendance within 72 hours prior to the event, a fee may be assessed equal to twenty percent (20%) of the estimated menu cost. Final billing will be based on the guaranteed attendance, or the actual attendance, whichever is greater.

## OUTSIDE VENDORS

All outside vendors must be approved by the hotel at least thirty (30) days prior to the event. We are happy to coordinate these needs for you. The hotel does not assume any responsibility for the services provided by outside vendors.

## DÉCOR

We are happy to coordinate the décor, including linens, for your event. Any items brought in by the event hosts, or their outside vendors, are responsible for the setup and removal. Any items brought in must be removed immediately after the event. No confetti, glitter, sequins or any other similar materials will be allowed.

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