Questions? We've got answers...

May we choose more than one entrée?

Our buffet selections have an option of two or three entrees. For our served meals, you may choose up to two entrees. In addition, we are more than happy to offer a vegetarian meal upon request. We also offer a 50% discount for children 12 and under on buffet style meals.

May we have a customized meal for our event?

Yes, we are more than happy to create a unique menu to fit a particular theme or budget for you.

When do you need my final guarantee number?

The guarantee number is required 72 hours (3 business days) prior to the event without changes.

Do you prepare more food than the guarantee number I give you?

The hotel will prepare for 5% above the guarantee number. If the number of guests served exceeds this 5% allowance, you will be charged an additional 25% scramble fee over the original price per person for each additional guest. The hotel reserves the right to substitute other available food if necessary in the event the number of guests exceeds 105% of the guarantee number.

Are we allowed to take any leftover food and beverage items?

Remaining food and beverage items may not be taken from the banquet areas.

May we bring in our own food and beverage?

All food and beverage will be prepared and served by the Spearfish Holiday Inn Convention Center. The State of South Dakota has granted a liquor license to the Spearfish Holiday Inn Convention Center and we are held responsible for complying with these regulations. Outside alcohol is not allowed in the banquet rooms or other public areas. It is okay to have outside alcohol in your private sleeping room.

How much is the service charge?

The taxable service charge is 19%.

How much is the sales tax?

The state sales tax is 7.5% on all food and beverage, 6.5% on all meeting room rentals, and 6.5% on all AV equipment rentals.

How do we pay for our event?

If a direct bill account is not setup, a credit card is required at the time of signing to secure the meeting room space. An invoice will be ready for your review immediately following the completion of the event. Payment is due at this time as well. If payment is not received after the event, the credit card on file will be charged for the total amount due. If a direct bill account is setup, the invoice will be sent out on the first day of the following month. Direct bill applications and tax exempt status must be submitted to your sales contact prior to the event. Balances not paid after 30 days are subject to a finance charge.

Can we hang up signs and decorations?

The Spearfish Holiday Inn Convention Center will have signs posted on designated areas informing guests what room the event is in. You are more than welcome to put up your own signs, but we ask that all signage is professionally made and approved in advance with your sales contact. Any decorations that you would like to hang must be approved through your sales contact and our staff will hang them for you.

How long can we be in the banquet room?

If there is a bar associated with the event, last call will be at 11:30 pm. For the comfort of all the guests in the hotel, all entertainment must be completed by Midnight and the room must be vacated by 12:30 am.

Am I responsible for any damages?

Any damages to the hotel property by you, your guests or other persons associated with the function will be added to the master bill. Staples, nails, tapes and tacks cannot be used on our walls to hang items.



BREAKFAST

Served Selections

Fresh & Fruity \$8 per plate

Fresh Seasonal Fruit, Bakery Muffin, and Flavored Yogurt.

Good Cents Breakfast \$9 per plate

Two Scrambled Eggs, Two Strips of Crispy Bacon, Golden Breakfast Potatoes, and a Biscuit.

Breakfast Sandwich \$9 per plate

Sliced Ham, Egg, and Melted Cheese on a Flaky Croissant served with a cup of Fresh Seasonal Fruit.

Classic Waffle \$9 per plate

Golden Waffle topped with butter and warm maple syrup, served with a cup of Fresh Seasonal Fruit.

Served Breakfast Entrees include Coffee and Ice Water

Buffet Selections

Minimum of 35 people required for all buffets.

Classic Continental \$10 per plate

Assorted Mini Muffins, Pastries, Sliced Fresh Seasonal Fruit and Assorted Chilled Juices.

Canyon Continental \$11 per plate

Assorted Mini Muffins, Pastries, Assorted Flavored Yogurt, Sliced Fresh Seasonal Fruit, and Assorted Chilled Juices.

Dakota Sunrise \$13 per plate

Scrambled Eggs with Melted Cheese, Crispy Bacon, Golden Breakfast Potatoes, Sliced Fresh Seasonal Fruit and Assorted Chilled Juices.

Black Hills Bounty \$15 per plate

Fluffy Scrambled Eggs, Crispy Bacon, Cinnamon French Toast Sticks, Golden Breakfast Potatoes, Assorted Pastries, Mini Muffins, Biscuits and Homemade Sausage Gravy, Sliced Fresh Seasonal Fruit, Assorted Flavored Yogurt and Assorted Chilled Juices.

Breakfast Buffets include Coffee and Ice Water





Theme Breaks

Snack Bar \$4 per person

Potato Chips & French Onion Dip, Tortilla Chips & Salsa, Mini Pretzels

Popcorn Bar \$5 per person

Fresh Popped Popcorn with three toppings (Peanuts, M & M's, Flavored Salts)

*Two hour time frame

Pastry Shop \$6 per person

Assorted Mini Muffins, Pastries, Assorted Chilled Juices, Coffee and Assorted Hot Teas.

Carnival \$7 per person

Fresh-Popped Popcorn, Large Soft Pretzels with Cheese Sauce, Salted Peanuts, Mini Candy Bars and Assorted Bottled Soda.

Ice Cream Parlor \$8 per person

Vanilla & Chocolate Ice Cream, Assorted Sundae Toppings, Root Beer and Ice Cream Bars.

The Energizer \$8 per person

Granola Bars, Sliced Fresh Seasonal Fruit, Assorted Flavored Yogurt, Assorted Bottled Juice, Assorted Bottled Soda and Bottled Water.

Ala Carte Items

Assorted Flavored Yogurt	\$3 each
Assorted Danish Pastries	\$3 each
Assorted Large Muffins	\$4 each
Assorted Bagels with Cream Cheese & Jellies	\$4 each
Caramel Rolls	\$4 each
Donuts	\$20 per dozen
Assorted Mini Muffins	\$20 per dozen
Assorted Cookies	\$20 per dozen
Chocolate Fudge Brownies	\$25 per dozen
Granola Bars	\$1 each upon consumption
Hot Tea (Black & Herbal)	\$2 each upon consumption
Assorted Bottled Soda	\$2 each upon consumption
Bottled Water	\$2 each upon consumption
Assorted Bottled Juice	\$3 each upon consumption
Punch	\$14 per gallon
Iced Tea	\$14 per gallon
Lemonade	\$16 per gallon
Coffee (Regular & Decaf)	\$16 per gallon





Salad Selections

House Salad \$10 per plate

Fresh Mixed Greens, Carrots, Artichoke Hearts, Celery, Onion, Tomato and Croutons. Served with Ranch Dressing.

Caesar Salad \$10 per plate

Crispy Romaine Lettuce, Garlic Croutons and Parmesan Cheese mixed with Caesar Dressing.

Add Grilled Chicken \$3 Add Shrimp \$5

Chopped Cob Salad \$13 per plate

Fresh Mixed Greens topped with Ham, Turkey, Bacon, Onion, Tomato, Avocado, Bleu Cheese Crumbles.

Served with Bleu Cheese Dressing.

Dine-O-Mite \$13 per plate

Fresh Mixed Greens, Grilled Chicken, Cashews, Apple Slices, Wild Rice and Dried Cranberries. Served with Apple Dijon Dressing.

All Salads served with Coffee and Ice Water.

Sandwich Selections

Black Hills Croissant Sandwich \$11 per plate

Turkey* with Cheddar Cheese, Lettuce, Tomato and Mayonnaise on a Flaky Croissant.

*May substitute Ham or Roast Beef

BLT Sandwich \$12 per plate

Thick Sliced Cherry Wood Bacon with Mayo on White Toast.

Chicken Caesar Wrap \$12 per plate

Crispy Romaine Lettuce, Grilled Chicken, and Parmesan Cheese tossed with Caesar Dressing and wrapped in a Flour Tortilla.

French Dip \$12 per plate

Classic Slow Roasted Beef with Swiss and Au Jus.

The Classic Burger \$13 per plate

Half Pound Burger served with Cheddar Cheese, Lettuce, Tomato, Onion and Pickles.

Chicken Club \$13 per plate

Chicken, Bacon, Swiss Cheese, Lettuce, Tomato, and Mayonnaise.

Mushroom Swiss Burger \$13 per plate

Fresh Sautéed Mushrooms with Swiss Cheese.

All Sandwiches served with choice of Kettle Chips, Fresh Fruit, Coleslaw, or Cottage Cheese. Add Garden Salad for \$2.

All Sandwiches served with Coffee and Ice Water.

Boxed Lunch To-Go!

Picnic Pack \$12 per box

Turkey* Sandwich with Lettuce and Cheddar Cheese.

Served with Whole Fresh Seasonal Fruit, Chips, Cookie and Water or Soda.

*May substitute Ham or Roast Beef, or Veggie Wrap

All prices subject to applicable taxes and a 19% taxable gratuity.



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Served Selections

Hot Beef or Turkey Sandwich

\$11 per plate

Thinly sliced Roast Beef or Turkey on sliced bread with Mashed Potatoes and Gravy.

Panko Crusted Chicken Breast

\$13 per plate

Boneless Chicken Breast with your choice of Garlic Herb Butter Sauce, Tarragon Lemon Cream Sauce, or Mushroom Cream Sauce. Served with Chef Featured Vegetable and Chef Featured Potato.

Cheese Tortellini \$13 per plate

Cheese Tortellini tossed with your choice of Spinach & Bacon Cream Sauce or Roasted Red Pepper Cream Sauce.

Stuffed Apple Almond Pork Loin

\$14 per plate

\$6 per plate

Boneless Pork Loin stuffed with Apples, Bacon and Almonds topped with a Cider Demi served with Chef Featured Vegetable and Chef Featured Potato.

Beef Tips \$15 per plate

Beef Tips with Mushrooms and Caramelized Onions served over Mashed Potatoes.

Grilled Salmon \$15 per plate

Grilled Salmon topped with Citrus Hollandaise Sauce. Served with Chef Featured Vegetable and Wild Rice Pilaf.

Shrimp Scampi \$22 per plate

Herb Butter Shrimp, sautéed with Tomato, Spinach, Garlic and Asiago Cheese, served over a bed of Pasta.

All Served Lunches include Coffee and Ice Water.

KIDS MEAL*

Choice of Chicken Strips, Macaroni & Cheese or Pizza Served with French Fries and choice of Milk, Soda or Juice.

*For children 12 and under at a served luncheon.



All prices subject to applicable taxes and a 19% taxable gratuity.

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Buffet Selections

Minimum of 35 people required for all buffets.

The Dagwood \$13 per plate

Sliced Ham, Roast Beef, Turkey, Swiss Cheese, Cheddar Cheese, Assorted Breads, Lettuce, Onion, Tomato, Garden Salad with Assorted Dressings, Italian Pasta Salad and Potato Chips.

Mexican Fiesta \$14 per plate

Chicken Fajitas, Flour Tortillas and Corn Tortilla Shells with Ground Beef Taco Meat, Spanish Rice, Refried Beans & Assorted Toppings and Tortilla Chips & Fresh Salsa.

\$14 per plate Taste of Tuscany

Beef Lasagna, Penne Pasta, Red Sauce with Meatballs, Alfredo Sauce, Caesar Salad and Garlic Breadsticks.

All American \$15 per plate

Fried Chicken, Homemade Macaroni & Cheese, Baked Beans, Coleslaw, Potato Salad, Mixed Fruit Salad and Chef Featured Vegetable.

Create Your Own Buffet!

Two Entrées \$15 per plate Three Entrées \$18 per plate

Includes Dinner Rolls and your choices from the following:

Entrées:

Sliced Roast Beef in Mushroom Sauce Sliced Roasted Turkey Smoked Chicken Tortellini in Tomato Vodka Sauce Smoked Pork Loin in Apple Demi

Chicken Cordon Bleu with White Wine Cream Sauce Sweet Chili Glazed Ham Grilled BBQ Chicken

Grilled Teriyaki Chicken

Sides (Select One):

Mashed Potatoes with Gravy Garlic Buttered New Potatoes Homemade Macaroni & Cheese

Au Gratin Potatoes

Vegetables (Select One):

Broccoli with Cheese Sauce Buttered Corn O'Brian Steamed Seasonal Vegetables Green Bean Amandine

Salads (Select Two):

Caesar Salad Cucumber Salad Italian Pasta Salad Country Potato Salad Garden Salad with Assorted Dressings

Macaroni Salad Coleslaw

All Lunch Buffets include Coffee and Ice Water.





Hors D'oeuvres

Cold Selections

To serve approximately 50 people	
Chocolate Dipped Strawberries (available June—October)	Market Price
Shrimp Cocktail	Market Price
Fresh Vegetables and Ranch Dip	\$110 per order
Sliced Seasonal Fresh Fruit Tray	\$130 per order
Seasonal Mixed Fruit Bowl	\$130 per order
Smoked Salmon and Crackers	\$150 per order
Assorted Cubed Cheeses and Crackers	\$190 per order
Add Diced Ham or Turkey	\$255 per order
Ala Carte Cold Selections	
100 Classic Deviled Eggs	\$100 per order
100 BLT Pinwheels	\$110 per order
50 Silver Dollar Sandwiches (Sliced Ham or Turkey)	\$150 per order

Hot Selections

To serve approximately 50 people	
Smoked Chicken & Artichoke Dip with Crunchy Crostini Bread Baked Brie with Crackers	\$110 per order \$180 per order
Ala Carte Hot Selections	
150 Meatballs (BBQ Sauce or Stroganoff Sauce)	\$110 per order
75 Flaky Chicken & Pepper Jack Cheese Bundles	\$125 per order
90 Chicken Skewers with Teriyaki Sauce	\$130 per order
300 Smokey BBQ Cocktail Franks	\$130 per order
70 Golden Chicken Strips (BBQ Sauce, Ranch or Honey Mustard)	\$160 per order
120 Stuffed Mushrooms (Crab or Three Cheese)	\$150 per order
100 Chicken Wings with Ranch (Buffalo or Teriyaki)	\$180 per order
14" Pizzas (Cheese, Pepperoni, Sausage or Ham)	\$16 per pizza

Carved Selections

All orders to serve approximately 25 people (2 per person)

Roasted Turkey Breast \$150 per order
Honey Smoked Ham \$150 per order
Center Cut Pork Loin \$160 per order
Slow Roasted Beef Inside Round \$225 per order

All Carved Selections served with Silver Dollar Buns, Mustard, and Mayonnaise.

Add Chef Attended Carving Station \$100

All prices subject to applicable taxes and a 19% taxable gratuity.



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Entrée Selections

Prime Rib Au Jus - 8 ounce or 12 ounce **Market Price** 12 Ounce Ribeye **Market Price 8 Ounce Roasted New York Strip Market Price** Sirloin - 6 Ounce or 12 Ounce **Market Price Market Price 8 Ounce Filet Mignon** Add Mushrooms and Sautéed Onions \$3 Add Sauce \$4 (choice of Mushroom Demi, Hollandaise, Peppercorn Brandy) **Baked Ham with Sweet Chili Glaze** \$18 per plate Roasted Turkey with Dressing and Gravy \$18 per plate Seared Chicken Breast with Garlic Herb or Bacon Mushroom Cream Sauce \$17 per plate **Slow Roasted Roast Beef** \$20 per plate Smoked Pork Loin with BBQ Sauce or Mushroom Demi \$19 per plate Cheese Ravioli with Pesto Cream Sauce (No side options) \$20 per plate Add Grilled Chicken \$2 Chicken Cordon Bleu with White Wine Cream Sauce \$19 per plate

Baked Salmon topped with Scampi Sauce \$24 per plate

Shrimp Scampi (No side options) \$24 per plate

Pan Fried Walleye with Caper Dill Hollandaise \$25 per plate

> All Dinner Entrées are served with Dinner Salad, Dinner Rolls, Chef Featured Vegetable and Chef Featured Potato or Rice. All Dinner Entrées include Coffee and Ice Water.



Choice of Chicken Strips, Macaroni & Cheese or Pizza Served with French Fries and choice of Milk, Soda or Juice.

*For children 12 and under at a served dinner.

All prices subject to applicable taxes and a 19% taxable gratuity.



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Buffet Selections

Minimum of 35 people required for all buffets.

Mexican Fiesta \$18 per plate

Chicken Enchiladas, Chicken Fajitas, Flour Tortillas and Corn Tortilla Shells with Ground Beef Taco Meat, Spanish Rice, Refried Beans, Assorted Toppings and Tortilla Chips & Fresh Salsa.

Taste of Tuscany \$18 per plate

Beef Lasagna, Penne Pasta, Red Sauce with Meatballs, Chicken Broccoli Alfredo Sauce, Caesar Salad and Garlic Breadsticks.

All American \$20 per plate

Fried Chicken, Sloppy Joes, Homemade Macaroni & Cheese, Baked Beans, Coleslaw, Potato Salad, Mixed Fruit Salad and Chef Featured Vegetable.

Create Your Own Buffet!

Two Entrées \$20 per plate Three Entrées \$24 per plate

Includes Dinner Rolls, Chef Featured Desserts and your choices from the following:

Entrées:

Sliced Roast Beef in Mushroom Sauce

Smoked Chicken Tortellini in Tomato Vodka Sauce Chicken Cordon Bleu with White Wine Cream Sauce

Grilled Teriyaki Chicken

Sliced Roasted Turkey

Smoked Pork Loin in Apple Demi

Sweet Chili Glazed Ham Grilled BBQ Chicken

Sides (Select Two):

Mashed Potatoes with Gravy

Au Gratin Potatoes

Garlic Buttered New Potatoes
Homemade Macaroni & Cheese

Vegetables (Select Two):

Buttered Corn O'Brian

Steamed Seasonal Vegetables

Broccoli with Cheese Sauce Green Bean Amandine

Salads (Select Three):

Caesar Salad Cucumber Salad

Italian Pasta Salad Country Potato Salad Garden Salad with Assorted Dressings

Macaroni Salad

Coleslaw

All Dinner Buffets include Coffee and Ice Water.





Pie Selections

Pumpkin Pie	\$3 per slice
Boston Cream Pie	\$3 per slice
Pecan Pie	\$4 per slice

Cake Selections

Carrot Sheet Cake	\$3 per serving
Double Chocolate Sheet Cake	\$3 per serving
German Chocolate Sheet Cake	\$3 per serving
Carrot Cake	\$6 per serving

Cheesecake Selections

Assorted Cheesecakes (includes New York Vanilla, Raspberry Swirl, Silk Tuxedo, and Chocolate Chip)	\$3 per slice
New York Cheesecake with Assorted Toppings	\$7 per slice
Premium Turtle Cheesecake	\$7 per slice
Gourmet Hot Fudge Sundae Cheesecake	\$8 per slice



BAR SERVICE-

Party Bar Guidelines

How many bars may I have for my event?

We recommend at least 50 guests for a party bar, and one party bar for every 150 guests at the event. For groups under 50 guests, we recommend a cocktail server for only \$10 per hour per server. The Spearfish Holiday Inn Convention Center will determine appropriate staffing.

What kind of bar can I have? Can I get drink tickets?

Party bars may be Cash or Hosted. Drink tickets are available, please ask your sales contact for details. Drink tickets are subject to a 19% taxable service charge and 7.5% sales tax.

What is the bar policy?

A \$50 bartender fee per hour per bar is applicable to Cash and Hosted Bars with sales less than \$300. A bartender is required for all Cash and Hosted Bars. Applicable State Laws will apply. NO OUTSIDE ALCOHOL may be brought into the Spearfish Convention Center or any meeting rooms. After one verbal warning, the bar will be shut down. Authorities will be notified if necessary.

Can I have a Beer & Wine Station?

In lieu of a full party bar, we also offer a Beer & Wine only station. A \$40 service fee is applicable to Beer & Wine Stations with sales less than \$200.

Can I have a keg?

Kegs are not permitted at any time.

Can I have a special request at the bar?

Any special request for a product that is not normally available at the party bar must be made at least three weeks in advance. We will do our best to accommodate each request. If the special request product is not fully consumed, the remainder of the unconsumed special product will be added to the master account.

Hosted Bar Per Drink

Well Brands	\$3.25
Call/Premium Bands	\$4.25 & up
Stock Beer	\$3.25
Nonalcoholic Beer	\$3.25
Import/Micro	\$4.25 & up
House Wine	\$4.75
Soft Drinks	\$2.00

Hosted bars are subject to a 19% taxable service charge and a 7.5% sales tax.

Cash Bar Per Drink

Well Brands	\$3.50
Call/Premium Bands	\$4.50 & up
Stock Beer	\$3.50
Nonalcoholic Beer	\$3.50
Import/Micro	\$4.50 & up
House Wine	\$5.00
Soft Drinks	\$2.00
Cash bars are inclusive of a 7.5% sales tax only.	



Hospitality Room Policy

Hospitality rooms shall be CLOSED during any function associated with the event that include a party bar.



EQUIPMENT

Audio Visual Rentals

Flat Screen Television with DVD Player Handheld Microphone Lapel Microphone Flipchart & Markers Dry Erase Board & Markers Screen (7' x 10')	\$25 each \$15 each \$15 each \$20 each \$20 each \$50 each
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LCD Projector (HDMI and VGA Connections)	\$100 each

Miscellaneous Rentals

Stage	\$150
Black Backdrop	\$10 per 10' section
Pipe & Drape Booths (10' x 10' or 8' x 8')	\$30 per booth
Dance Floor	\$155
Punch Fountain (plus cost of punch)	\$100
Chocolate/Fondue Fountain (plus cost of chocolate/cheese and items to dip)	\$50
Cocktail Tables (total of 8 available)	\$10 each

Centerpieces

Mirror Tiles (12" x 12") \$2 each

Custom Centerpieces are available upon request.

Prices will be determined based upon materials and availability.

Complimentary Equipment

Microphone Stands - Tabletop Microphone Stands - Floor

Easels

SD State Flag

American Flag

Podium - Tabletop

Podium - Floor



All prices subject to applicable taxes.