



Staunton Conference Center

2022 Catering Guide



152 Fairway Lane * Staunton, VA 24402

T 540.248.6020 * F 540.248.2902

www.holidayinn.com/stauntonva * catering@hisva.com

HOLIDAY INN STAUNTON CONFERENCE CENTER

General Information

Food and Beverage

The Holiday Inn Staunton Conference Center prohibits food and beverage to be brought into the hotel public areas and banquet facilities. The Hotel reserves the right to request the removal of any unauthorized food brought into the Hotel banquet facilities and public areas. The only exception to this being specialty event cakes with prior approval from the Catering Sales Professional. Your menu selection should be submitted to the Catering Sales Professional no later than two (2) weeks prior to your scheduled function.

The Hotel is the only authority licensed to sell or serve alcohol on the Hotel premises. If alcoholic beverages are to be served, only Hotel designated servers and bartenders will dispense the beverages. Virginia State Liquor Laws require that any person of questionable age must provide proper identification to receive any service. The Hotel reserves the right to refuse service to any guest that appears to be underage, is without legal identification or seems intoxicated in the Hotel's judgement.

Banquet Meeting Rooms, Communication and Scheduling

Banquet and meeting room schedules should be adhered to according to the outline on the Banquet Event Order. If there are any changes in the meeting schedule, the Catering Sales Professional must be contacted, and any requests will be accommodated as much as possible. Function Rooms are assigned according to expected attendance. If there are fluctuations in the number of attendees, the Hotel reserves the right to assign your group to a room that is more appropriate for the event or group needs, with prior notification to the Group Contact.

Cancellations

Should the group change its meeting site to another location, or otherwise cancels this commitment, actual damages to the Hotel would be difficult to determine. It is agreed that the following schedule represents the amount of liquidated damages to be paid by the group in the event the group cancels the agreement. Liquidated damages shall be the sum of food, beverage and room rental revenue as committed by the group.

| | |
|---|----------------------------|
| From the date signed contract received to 120 days of arrival | 20% of committed revenues |
| More than 90 day but less than 120 days | 40% of committed revenues |
| More than 60 days but less than 90 days | 60% of committed revenues |
| More than 30 days but less than 60 days | 80% of committed revenues |
| Less than 30 days | 100% of committed revenues |

***All prices are subject to 20% Service Charge and Applicable State and County Taxes
Prices subject to change***

Set Up, Signage and Decorations

When applicable, the Hotel will provide centerpieces for your catered event at no additional charge. The Catering Sales Professional can make arrangements to have floral decorations, signage and decorative centerpieces to achieve your desired décor; additional charges may be applied. The Hotel must, however, be notified of any outside suppliers, such as florists, entertainers, or technicians, that require access to your banquet room before the start of your event. Hotel policy states that nothing must be affixed to the walls, floors, or ceiling. Absolutely no glitter or confetti products are permitted. Consult with your Catering Sales Professional if you require assistance in displaying all materials.

Damages and Security

All provisions for security must be arranged through your Catering Sales Professional and all security personnel should have the final approval from the Hotel. Any additional security required by a group will be charged to the group.

Payments and Deposits

A non-refundable deposit of \$500 will be required at time of booking and signed contract must be returned in order to reserve space and services. Failure to pay deposit or sign contract at time of booking will result in release of space and services. The nonrefundable deposit reserves the space and services. The remaining full payment is due two (2) weeks before the event date. If an event is cancelled, any monies paid toward the event may not be refundable, based on the date the event was cancelled. Check with your Catering Sales Professional. Acceptable forms of payment include checks, cash and credit cards.

Guarantees

The guaranteed number of guests must be submitted to the Hotel five (5) business days prior to the event to ensure the highest quality food service. The guaranteed number of attendees cannot be reduced after that time. The Hotel will prepare for 5% over the guarantee number. Should your numbers exceed this 5% buffer a substitution in food items may be necessary at the hotel's discretion. If guaranteed numbers are not provided as stated in the contract, the hotel will bill the anticipated turnout according to the Banquet Event Order. In the event attendance exceeds the guaranteed number and buffer, the Hotel will charge the actual attendee number.

Service Charge and Tax

All food and beverage, room rental and audio-visual charges are subject to 20% Service Charge and 11.3% Virginia State and County Tax.

All policies noted for acceptance in the contracts and banquet event orders.

***All prices are subject to 20% Service Charge and Applicable State and County Taxes
Prices subject to change***

CONTINENTAL BREAKFASTS

All Breakfasts served with Freshly Brewed Coffee and Assorted Hot Teas

Simply Continental Breakfast

Chilled Fruit Juices, Assorted Breakfast Breads, Muffins & Pastries, Sliced Fresh Fruit
\$9.95 per person

Healthy Choice Continental Breakfast

Chilled Fruit Juices, Assorted Breakfast Breads, Muffins & Pastries, Sliced Fresh Fruit
Assorted Cereals
Assorted Yogurts with Granola
For an additional \$11.95 per person

**All prices are subject to 20% Service Charge and Applicable State and County Taxes
Prices Subject to Change**

BREAKFAST BUFFETS

{Minimum of 20 people for buffets}

Great Start Breakfast

Assorted Chilled Fruit Juices, Sliced Seasonal Fresh Fruit
Assorted Breakfast Breads, Muffins & Pastries
Freshly Scrambled Eggs and Home Fried Potatoes
Sausage & Bacon Strips
\$16.95 Per Person

The Grand Buffet

Assorted Chilled Fruit Juices, Sliced Seasonal Fresh Fruit
Assorted Breakfast Breads, Muffins & Pastries
Yogurt with Granola
Freshly Scrambled Eggs and Home Fried Potatoes
Sausage & Bacon Strips
Cinnamon French Toast or Fresh Buttermilk Pancakes
\$21.95 Per Person

BREAKFAST BUFFET ENHANCEMENTS

(All prices are per person unless otherwise noted)

Buttermilk Pancakes with Butter and Maple Syrup **\$4**
Cinnamon French Toast with Butter and Maple Syrup **\$4**
Fresh Fruit Yogurt Parfait **\$4**
Country Biscuits served with Sawmill Gravy **\$3**
Assorted Fruit Yogurts **\$3**
Belgian Waffles* **\$3**
Omelets Made to Order* **\$5**

[Ingredients included: Ham, Bell Peppers, Onions, Mushrooms, Tomatoes, & Cheese]

Champagne / Mimosa **\$4 per Glass**

Bloody Mary **\$4 per Glass**

*Requires Chef Attendant or Bartender **\$75 per 50ppi**

All prices are subject to 20% Service Charge and Applicable State and County Taxes
Prices Subject to Change

PLATED BREAKFAST

Plated Breakfast Selections are served with
Chilled Orange Juice, Freshly Brewed Coffee and Assorted Teas

Full American Breakfast

Fresh Scrambled Eggs
Smoked Bacon, Farmhouse Sausage or Honey Ham
Home Fried Potatoes
Country Buttermilk Biscuit
\$20.95 per person

Classic Cinnamon French Toast

Cinnamon French Toast Grilled to a Golden Brown
Garnished with Fresh Berries
Bacon, Farmhouse Sausage or Honey Ham
\$19.95 per person

Steak and Eggs

Scrambled Eggs with a Petite 5oz. Flank Steak
Home Fried Potatoes
Country Buttermilk Biscuit
\$23.95 per person

Southern Biscuits & Gravy

Country Buttermilk Biscuits and Sawmill Gravy
Scrambled Eggs
Smoked Bacon
Home Fried Potatoes
\$17.95 per person

PLATED BREAKFAST A LA CARTE MENU

(All prices are as noted)

Coffee/Decaffeinated Coffee \$32.00 per gallon (includes Tea Service)
Assorted Sodas & Bottled Water each \$2.50
Fresh Orange, V8, Cranberry and Apple Juice \$8.00 per carafe
Assorted Breakfast Pastries \$25.00 per dozen
Assorted Cereals with Milk \$4.00 per person

All prices are subject to 20% Service Charge and Applicable State and County Taxes
Prices Subject to Change

LUNCH BUFFETS

{Minimum of 20 people for buffets}

The Comfort Zone

Southern Fried Chicken
Make Your Own Pulled Pork Sandwiches
Macaroni & Cheese
Baked Beans
Coleslaw
Assorted Rolls and Cornbread
Chef's Selection of Dessert
Freshly Brewed Coffee, Hot Tea, & Iced Tea
\$23.95 per person

A Taste of Italy

Classic Caesar Salad
Marinated Vegetable Pasta Salad
Penne Pomodoro
Chicken Parmesan
Sausage and Peppers
Seasonal Steamed Vegetables
Garlic Bread
Chef's Selection of Dessert
Freshly Brewed Coffee, Hot Tea, & Iced Tea
\$25.95 per person

Mexican Fiesta

Southwest Salad
Fajitas with Shredded Lettuce, Diced
Tomato, Shredded Cheese, Sour Cream
Seasoned Beef Strips with Peppers and
Onions
Seasoned Diced Chicken
Traditional Rice and Black Beans
Tortilla Chips with Salsa Selections
Fried Plantains
Freshly Brewed Coffee, Hot Tea, & Iced Tea
\$24.95 per person

The Delicatessen

Pasta Salad
Oven Roasted Turkey
Honey Baked Ham
Shaved Roast Beef
Assorted Deli Rolls and Breads
Assorted Sliced Cheeses
Deli Fixings
Chef's Selection of Dessert
Freshly Brewed Coffee, Hot Tea, & Iced Tea
\$22.95 Per Person

Mom's Homestyle Roast

Tossed Spring Mix Salad
Roast Beef with Gravy
Mashed Potatoes
Green Beans
Assorted Rolls with Butter
Chef's Selection of Dessert
Freshly Brewed Coffee, Hot Tea, & Iced Tea
\$24.95 per person

Potato Bar

Tossed Spring Mix Salad
Baked Potato
Toppings Include: Bacon, Chili, Broccoli,
Sour Cream, Shredded Cheddar Cheese,
Chives, Butter
Sweet Potato with Butter and Brown Sugar
Cookies and Brownies
Freshly Brewed Coffee, Hot Tea, & Iced Tea
\$20.95 per person

All prices are subject to 20% Service Charge and Applicable State and County Taxes

Prices Subject to Change

PLATED LUNCH MENU

Plated Lunch includes Complimenting Salad or Soup, Rolls and Butter, Your Choice of Dessert,
Freshly Brewed Coffee, Hot Tea, & Iced Tea

Chicken Parmesan with Penne Marinara

Topped with Fresh Shaved Parmesan

\$25.95 Per Person

Beef Tenderloin Medallions with

Burgundy Sauce

Served with Long Grain Rice and Broccoli

\$27.95 Per Person

Grilled BBQ Chicken Breast

Served with Roasted Red Potatoes
and Steamed Vegetable Medley

\$25.95 Per Person

Pork Tenderloin with

Cinnamon Apple BBQ Sauce

Served over Mashed Red Potatoes and
Steamed Vegetable Medley

\$26.95 per person

Homestyle Meatloaf with

Brown Sugar Tomato Glaze

Served with Mashed Red Potatoes
and Green Beans

\$24.95 Per Person

Lemon Pepper Tilapia

Served with Rice Pilaf and Steamed
Vegetable Medley

\$24.95 per person

Teriyaki Glazed Grilled Salmon

Served with Sesame Rice Pilaf and Stir-Fried Asian Vegetable

\$28.95 per person

Plated Lunch include Choice of 1 Dessert:

Key Lime Pie

Chocolate Fudge Cake

Carrot Cake

New York Style Cheesecake

All prices are subject to 20% Service Charge and Applicable State and County Taxes

Prices Subject to Change

VALLEY DINNER BUFFET

{Minimum of 20 people for buffets}

All Dinner Selections include Your Choice of Salad, Your Choice of Dessert, Rolls with Butter, Freshly Brewed Coffee, Hot Tea, and Iced Tea.

Soup and Salad

(choose 2)

Chef's Choice Soup
Italian Pasta Salad
Tossed House Salad
Spinach Salad
Caesar Salad

Accompaniments

(Choose 2)

Seasonal Roasted Vegetables
Roasted Asparagus
Green Beans
Glazed Baby Carrots
Mashed Red Potatoes
Roasted Red Potatoes
Rice Pilaf
Buttered Noodles

Entrée Choices

(Choose 1)

Baked Chicken Breast
BBQ Chicken Breast
Meat Lasagna
Vegetable Lasagna
Cajun Grilled Tilapia

\$26.95 per person

- OR -

Entrée Choices

(Choose 1)

Chicken Marsala
Grilled Sirloin
Roasted Pork Loin
Roasted Turkey & Dressing
Blackened Salmon

\$29.95 per person

Dessert Choices

(Choose 1)

New York Style Cheesecake
Key Lime Pie
Chocolate Fudge Cake
Carrot Cake

Choice of Two Entrées: \$34.95 per person

Three Entrées : \$37.95 per person

BUFFET ENHANCEMENTS

{Minimum of 50 People for Station Additions.}

Roast Carving Station

\$11 per person

Choose 1 from:

Round of Beef Au Jus

Lamb with Rosemary Rub

Pork with Granny Apple Sauce

(Add Attendant Fee of \$75 per 50 ppl)

Shrimp Cocktail

\$9 per person

Chilled Shrimp Served with Cocktail Sauce
and Lemon Wedges

Sautéed Pasta Station

\$7 per person

Linguini and Penne Pasta

with Fresh Garden Vegetables

Red and White Sauce

(Add Attendant Fee of \$75 per 50ppl)

**All prices are subject to 20% Service Charge and Applicable State and County Taxes
Prices Subject to Change**

SHENANDOAH PLATED DINNER MENU

All Dinner Selections include Your Choice of Salad, Your Choice of Dessert, Rolls with Butter, Freshly Brewed Coffee, Hot Tea, and Iced Tea.

Grilled Chicken

Served with Roasted Red Potatoes and Seasonal Vegetable
\$27.95

Bacon Wrapped Spinach and Feta Stuffed Chicken

Served with Mashed Red Potatoes and Seasonal Vegetable
\$29.95

Chicken Marsala over Penne Pasta

with Sautéed Button Mushrooms
\$29.95

Oven Roasted Turkey

Served with Mashed Red Potatoes and Seasonal Vegetable
\$29.95

Ratatouille

Garnished with Fresh Basil
\$26.95

Grilled Pork Chops

Bone In- Served with a Parmesan Potato Stack and Seasonal Vegetable
\$28.95

Apple Cider

Braised Pork Belly

Served on a bed of Mashed Red Potatoes and Seasonal Vegetable
\$29.95

Roast Beef

Served with Gravy, Mashed Potatoes, and Green Beans
\$29.95

Beef Sirloin Strip

Served with a Burgundy Wine and Mushroom sauce, with Roasted Red Potatoes and Seasonal Vegetable
\$32.95

Filet Mignon

Topped with a Compound Butter served with a Parmesan Potato Stack and Roasted Asparagus.
\$35.95

Baked Tilapia Filet

Served with Roasted Red Potatoes and Seasonal Vegetable
\$27.95

Teriyaki Glazed Salmon

Served with Seasoned Rice and Seasonal Vegetable
\$34.95

Grilled Shrimp Skewers

Topped with a Fruit Salsa Served with Seasoned Rice and Seasonal Vegetable
\$30.95

Dessert Choices

New York Style Cheesecake
Key Lime Pie
Chocolate Fudge Cake
Carrot Cake

Please see one our Catering Professional about pricing for pairing 2 or more entrees; along with any menu considerations for guests with dietary restrictions.

All prices are subject to 20% Service Charge and Applicable State and County Taxes
Prices Subject to Change

MID-MORNING AND AFTERNOON BREAKS

Veggies & Fruit

Fresh Cut Seasonal Fruit and
Vegetables with Herb Dip
The Chef's Flavored Hummus
& Grilled Pita Chips
Assorted Fruit Juices and Bottled Water
\$10.95 per person

The Cookie Jar

Assorted Cookies and
Brownies from our Bakery
Assorted Sodas
\$10.95 per person

On the Lighter Side

Whole Fresh Fruit, Assorted Yogurts,
Granola, Nutri-grain Bars
Bottled Water
\$10.95 per person

Street Vendor

Soft Pretzel Bites with Cheese & Mustard,
Hot Buttered Popcorn, Bags of Dry Roasted
Peanuts, Assorted Ice Cream Bars,
Assorted Sodas
\$10.95 per person

Afternoon Pick-Me-Up

Assorted Donuts, Hard Pretzels and Potato
Chips, Assorted Hard Candies
Assorted Sodas, Red Bull and
Starbuck's Frappuccino
\$13.95 per person

The Sweet Tooth

Assorted Candy Bars, Cookies
and Brownies, Ice Cream Bars,
Assorted Sodas
\$10.95 per person

A la Carte Break Menu

Coffee -Regular
& Decaffeinated
(includes Tea Service)
\$32.00 per gallon

Assorted Sodas
& Bottled Water
\$3.00 each

Candy Bars
Nutri-grain Bars
& Protein Bars
\$26.00 per dozen

Assorted Cookies
& Brownies
\$26.00 per dozen

Assorted Muffins
& Pastries
\$26.00 per dozen

Dry Snacks
(Pretzels, Peanuts
and Chex Party Mix)
\$4.00 per person

Red Bull Energy Drink or Starbuck's Frappuccino
\$5.00 each

**All prices are subject to 20% Service Charge and Applicable State and County Taxes
Prices Subject to Change**

RECEPTIONS AND HORS D'OEUVRES

COLD ITEMS

| | |
|--|-------------------|
| Vegetable Crudités with Dip | \$6.00 per person |
| Fresh Fruit Display with Dip | \$6.00 per person |
| International & Domestic Cheese and Crackers | \$8.00 per person |
| Iced Jumbo Shrimp Cocktail | Market Price |
| Bruschetta | \$90 / 50 pieces |
| Assorted Finger Sandwiches | \$95 / 50 pieces |
| Chips and Salsa | \$5.00 per person |

HOT ITEMS

| | |
|--|-------------------|
| Buffalo Chicken Wings with Blue Cheese Dressing & Celery | \$105 / 50 pieces |
| BBQ or Marinara Meatballs | \$95 / 50 pieces |
| BBQ Lil Smokies Sausages | \$95 / 50 pieces |
| Chinese Pot Stickers | \$95 / 50 pieces |
| Chicken Fingers with Sweet and Sour Sauce | \$95 / 50 pieces |
| Miniature Egg Rolls with Sweet and Sour Sauce | \$100 / 50 pieces |
| Parmesan Stuffed Artichokes | \$95 / 50 pieces |
| Spanakopita | \$95 / 50 pieces |
| Flank Steak on Garlic Toast Points | \$135 / 50 pieces |
| Coconut Shrimp | \$135 / 50 pieces |
| Bacon Wrapped Scallops | Market Price |
| Smoke Salmon Mousse on Toast Points | \$150 / 50 pieces |
| Crab Meat Stuffed Mushrooms | \$125 / 50 pieces |
| Sausage Stuffed Mushrooms | \$95 / 50 pieces |
| Chicken and Pepper Jack Cheese Quesadilla | \$125 / 50 pieces |

All prices are subject to 20% Service Charge and Applicable State and County Taxes

Prices Subject to Change

BANQUET BAR

Hosted Bar (per drink)

| | |
|-----------------------|--------|
| House Brands | \$6.00 |
| Preferred Brands | \$7.00 |
| Domestic Beer | \$4.00 |
| Imported Beer | \$5.00 |
| House Wine | \$4.50 |
| Wine | \$5.50 |
| Bottled Water | \$2.50 |
| Soda | \$2.00 |
| Red Bull Energy Drink | \$4.50 |

Cash Bar (per drink)

| | |
|-----------------------|--------|
| House Brands | \$6.50 |
| Preferred Brands | \$7.50 |
| Domestic Beer | \$4.50 |
| Imported Beer | \$5.50 |
| House Wine | \$5.00 |
| Wine | \$6.00 |
| Bottled Water | \$2.50 |
| Soda | \$2.50 |
| Red Bull Energy Drink | \$4.50 |

Bartender Fee: \$25.00 per hour

Please see our Catering Sales Professional for pricing of Specialty Drinks.

**All prices are subject to 20% Service Charge and Applicable State and County Taxes
Prices Subject to Change**

AUDIO VISUAL EQUIPMENT RENTAL

| | |
|---|-------------------|
| Tripod Projection Screen | \$40.00 |
| LCD Projector | \$100.00 |
| Tripod Easel | \$10.00 |
| Flat Screen TV & DVD | \$75.00 |
| Sound System Patch (includes 1 handheld Microphone) | \$75.00 |
| Wireless Handheld Microphone | \$40.00 |
| Lavaliere Microphone | \$65.00 |
| Microphone Stand | \$10.00 |
| Podium | \$25.00 |
| Dance Floor | \$350.00 |
| Stage (Depending on Size) | \$200.00 - 400.00 |
| 6' Banquet Tables (30in wide) – first 15 tables complimentary | \$10.00 each |
| 6' Classroom Tables (18in wide) – first 20 tables complimentary | \$10.00 each |
| 5' Round Banquet Tables – up to 20 tables complimentary | \$10.00 each |
| Extension Cord / Power Strip | \$10.00 |
| Flipcharts with Markers | \$35.00 |

**All prices are subject to 20% Service Charge and Applicable State and County Taxes
Prices Subject to Change**

DIMENSIONS & CAPACITY

| Event Room | Room Dimensions L x W | Boardroom Style | Conference Rectangular Style | Conference U-Shape Style | Classroom Style | Theater Style | Banquet Style |
|------------------------|--------------------------|-----------------|------------------------------|--------------------------|-----------------|---------------|---------------|
| Presidential Ballroom | 78' x 47' | - | 72 | 60 | 180 | 300 | 240 |
| Jefferson - Washington | 47' x 26' | - | 28 | 30 | 36 | 100 | 80 |
| Woodrow Wilson | 47' x 26' | - | 28 | 30 | 36 | 100 | 80 |
| Madison - Monroe | 47' x 26' | - | 28 | 30 | 36 | 100 | 80 |
| Thomas Jefferson | 23.5' x 26' | - | 16 | 18 | 18 | 50 | 32 |
| George Washington | 23.5' x 26' | - | 16 | 18 | 18 | 50 | 32 |
| James Madison | 23.5' x 26' | - | 16 | 18 | 18 | 50 | 32 |
| James Monroe | 23.5' x 26' | - | 16 | 18 | 18 | 50 | 32 |
| Augusta Commons | 24' x 38' | - | 24 | 18 | 38 | 76 | 64 |
| Shenandoah Boardroom | 23' x 17' | 12 | - | - | - | - | - |

**Actual room capacities would be reduced when adding
dance floor, head table, buffet table and some AV equipment.**

**All prices are subject to 20% Service Charge and Applicable State and County Taxes
Prices Subject to Change**