



MEETINGS + BANQUETS

by Holiday Inn Downtown

EXECUTIVE CHEF KRIS VAN TUYL



Holiday Inn

1050 6th Ave . Des Moines, IA . 515.283.0151 . holidayinn.com/dsm-downtown



CORPORATE MEETING PACKAGE

- Deluxe Continental Breakfast** Assorted Breakfast Breads, Muffins and Danishes, Fresh Fruit Tray, Assorted Individual Oatmeal, Assorted Granola Bars, Assorted Yogurt, Regular and Decaffeinated Coffee and Flavored Teas, Assorted Juices, Soft Drinks and Bottled Water
- Lunch** Your choice of any of our Plated Luncheon Selections.
- Afternoon Break** Regular or Decaffeinated Coffee and Flavored Teas, Soft Drinks, Bottled Water, Cookies/Brownies, Vegetable Crudité, Cheese and Cracker Tray
- Audio Visual** 8x8 Screen Included. Please see Audio Visual Menu for additional AV pricing
- Meeting Space** General Session Room included in the package with Lunch in the same room. Breakout space and special set up request are available for an additional charge.

Corporate Meeting Package is \$60++ per person. Package is based on a minimum of 30 people. This includes rental of the General Session Room, 8x8 Screen, Afternoon Break, and Lunch. All prices are per person and subject to 22% service charge and applicable tax.



BREAKFAST

PLATED OPTIONS

-The Heartland Two Farm Fresh Eggs, Hash Browns loaded with Roasted Red Peppers, Onions and Aged Cheddar Cheese, served with choice of Apple Wood Smoked Bacon, Grilled Pit Ham, or Sausage Links \$13

-Egg Strata Layers of diced Peppers, Sun Dried Tomatoes, Onions, Mushrooms, and Potatoes baked en Casserole, topped with Aged Cheddar Cheese and served with chilled Fresh Fruit Cup \$13

-Southwestern Breakfast Burrito Farm Fresh Scrambled Eggs, Roasted Peppers, Onions, Breakfast Potatoes, Smoked Apple Wood Bacon, Monterrey Jack Cheese, Black Bean Roasted Corn Salsa all rolled into a Warm Flour Tortilla and served with chilled Fresh Fruit Cup \$13

CONTINENTAL BUFFETS

-Continental Breakfast Danishes, Muffins, Assorted Breakfast Breads, and Seasonal Fresh Fruit Tray \$13

-Deluxe Continental Breakfast Danishes, Muffins, Assorted Breakfast Breads, Seasonal Fresh Fruit Tray, Yogurts, Flavored Oatmeals, Fruit Bars and Granola Bars \$15

BUFFET OPTIONS

-Midwest Breakfast Buffet Farm Fresh Scrambled Eggs topped with Aged Cheddar Cheese, served with (choice of two) Apple Wood Smoked Bacon, grilled Pit Ham, Sausage Links, Hash Browns loaded with Roasted Red Peppers, Onions and Aged Cheddar Cheese, Breakfast Breads, and Seasonal Fresh Fruit Tray \$16

-All American Breakfast Buffet Farm Fresh Scrambled Eggs, French Toast, Biscuits and Gravy, Warm Oatmeal with Brown Sugar and Homemade Granola, Hash Browns loaded with Roasted Red Peppers, Onions and Aged Cheddar Cheese, Breakfast Breads, and Seasonal Fresh Fruit Tray \$17

All prices are per person and subject to 22% service charge and applicable tax.

All Breakfast options include Juice, Coffee, Decaffeinated Coffee, Water, Tazo Teas and Milk.

All Plated options all include choice of White, Wheat, Marble Rye, or Sourdough Toast.

Buffet minimum of 30 guests with exception of Continental Breakfast Buffets.



BREAKS

THEMED BREAKS

- Healthy Choice** Seasonal Fresh Fruit Tray with Sabayon Dipping Sauce, Vegetable Crudité, Fat-Free Yogurt, Granola and Fruit Bars, and Bottled Water \$11 per person
- Sweet Delights** Assorted Jumbo Cookies, Double Chocolate Fudge Brownies, Assorted Dessert Bars, Chocolate Dipped Blackberries, Chocolate or 2% Milk, Assorted Sodas, and Bottled Water \$11 per person
- Deluxe Afternoon Break** Vegetable Crudité, Crackers, Cheese and Sausage Tray, Mixed Nuts, Assorted Sodas, and Bottled Water \$14 per person
- Nacho Bar** Fresh Tri-Colored Tortilla Chips, Nacho Cheese Sauce, diced Red Onions, Tomatoes, Jalapeños, Sour Cream, Black Olives, Salsa, and Pico de Gallo \$13 per person

BEVERAGES

- Coffee Regular or Decaffeinated** \$30 gallon
- Tazo Teas** \$30 gallon
- Assorted Juices** \$26 gallon
- Fruit Punch or Lemonade** \$25 gallon
- Iced Tea** \$24 gallon
- Red Bull** \$3.50 each
- 16oz Bottled Soda (Coke Products)** \$3 each
- Dasani Bottled Water** \$3 each
- Milk, Individual** \$2 each

SNACKS

- Bagels with Assorted Cream Cheese** \$28 dozen
- Assorted Muffins** \$28 dozen
- Cinnamon or Pecan Rolls** \$28 dozen
- Fresh Baked Assorted Danishes** \$27 dozen
- Whole Fruit** \$24 dozen
- Assorted Breakfast Breads with Butter** \$24 dozen
- Assorted Granola Bars and Fruit Bars** \$23 dozen
- Assorted Dry Cereals with milk** \$2 each
- Mixed Nuts** \$75 serves 25
- Gardetto's** \$60 serves 25
- Pretzels** \$50 serves 25
- Soft Pretzels with Cheese** \$23 dozen
- Assorted Individual Potato Chips** \$24 dozen
- Assorted Jumbo Cookies** \$24 dozen
- Assorted Candy Bars** \$30 dozen
- Double Chocolate Fudge Brownies** \$25 dozen

All prices are per person and subject to 22% service charge and applicable tax.



PLATED LUNCH

Cold Luncheon Entrees include choice of Homemade Pasta Salad, Potato Salad, Chips or Crinkle Fries and a Dill Pickle Spear, Coffee, Decaffeinated Coffee, Iced Tea and Milk. Add choice of Soup for \$2.00 per person.

-Country Chicken Salad Fresh Garden Greens, Assorted Cheeses, Broccoli and Tomatoes topped with Breaded Chicken Tenders and Choice of Dressing \$13

-Taco Salad Field Greens nestled in a Fresh Fried Flour Tortilla Bowl topped with Cheese Blend, Roasted Corn Salsa, Refried Beans and choice of Margarita Marinated Grilled Chicken or Tex Mex seasoned Ground Beef \$13

-Grilled Chicken Caesar Salad Crisp Romaine Lettuce tossed in our Homemade Caesar Dressing topped with Toasted Croutons and grilled Chicken Breast served with a Breadstick \$14

Hot Luncheon Entrees include Tossed Salad with selection of Dressings and choice of Potato or Rice Pilaf, Chef's Choice of Vegetable, Roll & Butter, Coffee, Decaffeinated Coffee, Iced Tea and Milk. Add Soup to any Plated Lunch for \$2 per person.

-Chicken Bruschetta Grilled Breast of Chicken topped with a Tomato Mixture of Basil, Garlic and Olive Oil with Melted Mozzarella Cheese \$17

-Pork Loin with Roasted Red Pepper Sauce Hand seasoned, seared and slow roasted Pork Loin topped with Roasted Red Pepper Cream Sauce \$17

-Grilled Fresh Atlantic Salmon Fire Grilled Fresh Atlantic Salmon topped with Dill Citrus Butter \$18



PLATED LUNCH

Plated Luncheon Sandwiches include choice of Homemade Pasta Salad, Homemade Potato Salad, Chips or Crinkle Fries and a Dill Pickle Spear, Coffee, Decaffeinated Coffee, Iced Tea and Milk.

-Half Sandwich and Soup Guest choice of below Sandwiches and Soup. Soup choices: Chardonnay Chicken Noodle, Tomato Basil, Broccoli and Cheddar, Vegetable Beef and Barley, Southwestern Chili \$12

-Chicken Salad Sandwich Creamy Chicken Salad with Red Grapes, Lettuce, Swiss Cheese and Pecans nestled in a Flaky Croissant \$13

-Croissant Club Flaky Buttered Croissant loaded with Honey Ham, Turkey Breast, American and Swiss Cheese and topped with Roma Tomatoes, Lettuce and Apple Wood Smoked Bacon \$13

-Chicken Wrap Grilled Chicken Breast, Lettuce, Roma Tomatoes and Swiss Cheese wrapped in a Flour Tortilla with Chipotle Ranch \$13

-Boxed Lunch Choice of Honey Ham, Roast Beef or Oven Roasted Turkey Breast on a Ciabatta Roll, Potato Chips, Jumbo Cookie, Piece of Fruit and a Soda \$18



LUNCH BUFFET

-Soup, Salad, and Potato Bar Guest choice of Soup, Cottage Cheese, Baby Mixed Greens, shredded Cheese, Hard Boiled Eggs, diced Roma Tomatoes, Carrots, Radishes, Bell Peppers, Red Onions, Parmesan Basil Croutons, assorted Dressings, Sea Salt rubbed Idaho Baked Potatoes, seasoned grilled sliced Chicken, Fresh steamed Broccoli, Cheese Sauce, whipped Butter, Chives, Apple Wood Smoked Bacon Crumble, Homemade Chili, and assorted Dessert Bars \$18

-Skyline Deli Buffet Baby Greens Salad with Guest choice of Dressing, Baby Red Potato Salad, hand cut fresh Chips and Dip, and choice of Soup. Soups: Chicken Noodle, Tomato Basil, Broccoli and Cheddar, Vegetable Beef and Barley, Southwestern Chili. Cheeses: Havarti, smoked Gouda, aged Cheddar, baby Swiss. American. Meats: roasted Breast of Turkey, sliced Beef, Honey Ham, Genoa Salami (shredded Lettuce, Roma Tomatoes, Red Onions, Cranberry Aioli, Chipotle Spread, and Pickle Spears). Choice of three Breads: White, Wheat, Sourdough Hoagies, dusted Kaiser Buns, and Sundried Tomato Buns. Served with assorted Cookies for Dessert \$19

-Tuscan Amore Classic Caesar Salad with Chef's Own Basil Croutons, choice of Sicilian marinated Olive and Pepper Bar or Bruschetta topped with Fresh Buffalo Mozzarella and Balsamic Drizzle. Choice of Two Entrees: Three Cheese Raviolis, Gnocchi, Penne, Chicken Parmesan, Chef's Italian Sausage Lasagna, and Bisignano marinated grilled Italian Chicken, and Tiramisu for Dessert \$20

-Down Home Country Buffet Choice of Old Fashioned Potato Salad, Garden Salad or Rainbow Rotini Pasta Salad. Choice of Two Entrees: Beef Pot Roast topped with Cabernet Demi and roasted Vegetables, Buttermilk Southern Fried Chicken, Honey Pit Ham topped with Pineapple Brown Sugar Glaze, or slow roasted Pork Loin drizzled with Dijon Sauce served with Chef's Choice Dessert \$20

-Company Picnic Choice of Homemade Pasta Salad, Potato Salad, or Garden Salad, Watermelon Wedge, Hamburgers, Beer basted Brats, and grilled Chicken Breast. Breads: Ciabatta Buns, dusted Kaiser Buns, Brat Buns, and Sundried Tomato Buns (shredded Lettuce, Roma Tomatoes, Red Onions, Chipotle Spread, Pickle, Ketchup, Mustard, Mayonnaise, and Chocolate Brownies for Dessert \$20

All prices are subject to 22% service charge and applicable tax.

All Lunch Buffets include Coffee, Decaffeinated Coffee, Iced Tea and Water. Lunch Buffets have a 30 Guest Minimum. If less than 30 Guests, an additional charge of \$2.50 per person will be applied.



HORS D'OEUVRES

Display Trays

- Display Deluxe: Charcuterie Board of Artisan Cheeses and Imported Meats with Seasonal Fruit, Vegetable Crudite with Peppercorn Parmesan Dipping Sauce, Crostinis and Crackers (Serves approximately 100 guests) \$650
- Artisan Cheeses, Imported Meats, Crostinis and Crackers (Serves approximately 50 guests) \$275
- Artisan Cheeses and Crackers (Serves approximately 50 guests) \$225
- Vegetable Crudite (Serves approximately 50 guests) \$200
- Assorted Fresh Fruit (Seasonal- Serves approximately 50 guests) \$110

Carving Stations served with Cocktail Buns & Condiments. Carving Fee for Chef Included.

- Roasted Breast of Turkey with Cranberry Aioli \$235
- Slow Roasted Prime Rib with Horseradish and Rosemary Au Jus \$475
- Pineapple Glazed Pit Ham with Brown Sugar and Stone Ground Mustard \$220
- Seasoned and seared Pork Loin with Sherry and Roasted Red Pepper Cream Sauce \$200
- Tenderloin of Beef with Cabernet infused Bleu Cheese Aioli \$495

Dry Snacks per pound

- Tortilla Chips & Salsa \$13
- Potato Chips & Dip \$13
- Deluxe Mixed Nuts \$19
- Party Snack Mix \$13
- Pretzels \$11

All prices are subject to 22% service charge and applicable tax.



HORS D' OEURVES

Chilled Selections per 50 pieces (For Butler Passed add \$15)

- Jumbo Shrimp Cocktail \$170
- Classic Tuscan Bruschetta en Crostini \$85
- Smoked N.Y. Strip Crostini topped with Bleu Cheese drizzle and Onion Confit \$165
- Antipasto Skewers \$85
- Beef Carpaccio \$85
- Assorted Cocktail Sandwiches with Cheese \$90
- Chicken Caesar Pinwheels \$100
- Garlic and Roasted Red Pepper Hummus with grilled Pita Chips \$75
- Crab stuffed Cherry Tomatoes \$125
- Fruit Skewers with Blackberry Sauvignon \$75
- Melon, Mozzarella, and Prosciutto Skewers \$115

All prices are subject to 22% service charge and applicable tax.



HORS D' OEUUVES

Hot Hors d' Oeuvres per 50 pieces (For Butler Passed add \$15)

- Pan seared Diver Scallops drizzled with Blackberry Balsamic Reduction \$225
- Trio of Meatballs (BBQ, Italian, Hawaiian Honey Glazed) \$90
- Southwestern Egg Rolls with Pineapple Salsa \$115
- Egg Rolls (Pork or Vegetable) \$115
- Mozzarella Cheese Sticks \$110
- Bacon wrapped Cream Cheese stuffed Jalapeño Poppers with Chipotle Ranch \$95
- House Hickory Smoked Chicken Wings: Buffalo, Jack Daniel's BBQ, or Sweet Chili Sauce \$95
- Almond Encrusted Chicken Tenders with Smokey Honey Mustard Sauce \$95
- Cabernet basted Crab & Boursin stuffed Mushrooms \$115
- Southwestern Chicken Roulade \$95
- Pineapple Chicken Kebab \$125
- Pork Pot Stickers with Sweet and Sour Sauce \$105
- Jack Daniel's BBQ Cocktail Smokies (100 Pieces) \$95
- Chicken Satay with Thai Peanut Sauce \$125
- Roasted Corn and Red Pepper Spinach and Artichoke Dip with grilled Pita Chips \$95
- Coconut Shrimp with Sweet Thai Chili Sauce \$165
- Santa Cruz smoked Pork and Chicken Quesadillas \$90

All prices are subject to 22% service charge and applicable tax.



PLATED DINNER

Salads

- Fresh Field Greens, Grape Tomatoes, Cucumber and shaved Carrots with choice of Dressing
- Classic Caesar Salad with Chef's Own Basil Parmesan Croutons

Available for additional \$2 per person:

- Baby Spinach Salad with candied Pecans, Roma Tomatoes, and fresh Blackberries with Lemon Poppy Seed Dressing
- Iceberg Wedge with chopped Apple Wood Bacon, diced Tomatoes, Hard Boiled Egg Crumbles and topped with Creamy Bleu Cheese Dressing
- Grilled Romaine, charred Grape Tomatoes, Red Onions, Fresh shredded Parmesan finished with Balsamic Vinaigrette

Entrées

- Fire grilled 12oz New York Strip with Caramelized Sweet Onions topped with Blackberry Balsamic Compound Butter \$35
- Slow Roasted 14oz Prime Rib with Rosemary Au Jus our own Chive Horseradish Sauce \$34
- Fire grilled 8oz Filet Mignon topped with Sauce Bordelaise and Crimini Mushroom Cap \$35
- Bisignano marinated grilled Chicken topped with Fresh Basil Bruschetta and Mozzarella-Parmesan Shred Blend \$26
- Airline Chicken Breast topped with Crimini Mushrooms and Madera-Borsin Cream Sauce \$27
- Roasted Chicken Breast stuffed with Artichokes, Sundried Tomatoes, Spinach, and Asiago Cheese topped with Champagne-Chambord Sauce \$28
- Apple Wood Bacon wrapped grilled Pork Loin resting atop Sauce Hollandaise \$25

All prices are subject to 22% service charge and applicable tax. All Dinners include choice of Salad, choice of Starch, Chef's choice of Seasonal Vegetable, Old World Artisan Breads and Butter, Coffee, Decaffeinated Coffee & Iced Tea..



PLATED DINNER

Entrées Continued

- Hickory Smoked Roasted Pork Tenderloin resting atop Tarragon Roasted Red Pepper Sauce \$27
- 14oz Bone-In Herb Encrusted Iowa Chop topped with Cinnamon Green Apple Chutney \$27
- Roasted Red Pepper Snapper topped with Chardonnay Citrus Poblano Pepper Sauce \$41
- Fire Grilled Fresh Atlantic Salmon topped with Chervil Buerre Blanc \$31
- Pan seared Corvina topped with Cilantro Lime Salsa \$29

Duets

- Pan seared Diver Scallops topped with Blackberry Balsamic Glaze and 6oz grilled Filet De Burgo \$45
- Filet Oscar topped with Blue Crab and Hollandaise Drizzle \$42
- Grilled Chicken Marsala with 6oz Filet Mignon \$35

Vegetarian Selections

- Grilled Portabella Mushroom topped with Boursin Cheese on a bed of Penne Pasta with grilled Seasonal Vegetables, Plum Tomatoes and Basil \$20
- Pasta Primavera with Alfredo or Marinara Sauce \$20
- Cheese Ravioli with Pumpkin Sage Sauce \$20

Children's Selections (12 years and under)

- Chicken Strip with BBQ Sauce and Tator Tots \$13
- Mini Corn Dogs and Macaroni and Cheese \$12
- Pasta with Butter or Marinara Sauce and Garlic Bread Stick \$12

All prices are subject to 22% service charge and applicable tax. All Dinners include choice of Salad, choice of Starch, Chef's choice of Seasonal Vegetable, Old World Artisan Breads and Butter, Coffee, Dessert, and Soft Drink.



DINNER BUFFET

The Tower Buffet

Option 1: Two Salads, One Starch, One Fresh Vegetable, Choice of Two Entrees \$39

Option 2: Three Salads, Two Starches, One Fresh Vegetable, Choice of Three Entrees \$45

Salads:

- Mixed Baby Greens with Chef's own Basil Parmesan Croutons
- Classic Caesar Salad
- Southwestern Roasted Corn Salad with Chipotle Ranch
- Caprese Salad
- Asiago Penne Pasta Salad
- Dill Sour Cream Potato Salad
- Fresh Fruit Salad Mercado
- Amana Cottage Cheese
- Antipasto Salad

Entrees:

- Pan seared Chicken topped with Champagne Sauce and Fresh Thyme
- Grilled seasoned Chicken over Sundried Tomato Pesto with Penne Pasta
- Chicken Parmesan served over Marinara and Penne Pasta
- Slow roasted Pork Loin topped with Tarragon roasted Red Pepper Sauce
- Sliced Eye of Round drizzled with Blackberry Dijon Sauce
- Oven roasted Butter basted Turkey with Cranberry-Citrus Sauce (pre-carved_
- Honey Glazed Brown Sugar Pineapple Pit Ham (pre-carved)
- Flash grilled London Broil topped with Crimini Demi Glaze
- Roasted Beef Pot Roast with Cabernet basted Vegetables
- Grilled Fresh Atlantic Salmon topped with Chervil Buerre Blanc
- Slow Roasted Prime Rib with Rosemary Au Jus and Horseradish Sauce (Add \$6)

All prices are subject to 22% service charge and applicable tax.

All Dinner Buffets include Coffee, Decaffeinated Coffee, and Iced Tea. Dinner Buffets have a minimum of 40 Guests.

If less than 40 Guests an additional charge of \$3 per person will be applied.



DINNER BUFFET

The Tower Buffet

Option 1: Two Salads, One Starch, One Fresh Vegetable, Choice of Two Entrees \$39

Option 2: Three Salads, Two Starches, One Fresh Vegetable, Choice of Three Entrees \$45

Starches:

- Signature Macaroni and Three Cheese with Andouille Sausage
- Garlic infused Baby Red Mashed Potatoes
- Twice Baked Yukon Gold Potatoes
- Extra Virgin Olive Oil Herb Roasted Baby Potatoes
- Sea Salt Baked Potato
- Mediterranean roasted Garlic Cous Cous
- Gnocchi in Herb Olive Oil Butter Sauce
- Wild Rice

Vegetables:

- Signature Heirloom Tri-Colored Candied Carrots
- Fresh Steamed Broccoli topped with Homemade Hollandaise
- Green Beans with Apple Wood Bacon, Shallots, and Parmesan Cheese
- Seasonal Vegetable Medley
- Corn O'Brien

Desserts:

- Ice Cream or Sherbert with choice of Topping: Strawberry, Caramel, or Chocolate \$4
- French Chocolate dipped Strawberries and Blackberries \$3
- Assorted New York Cheesecakes with choice of Topping: Strawberry, Caramel, or Chocolate \$5
- Assorted Cakes: Double Chocolate and/or Carrot \$5
- Assorted Cookies and Brownies \$4
- Petite Cheesecakes \$3

All prices are subject to 22% service charge and applicable tax.

All Dinner Buffets include Coffee, Decaffeinated Coffee, and Iced Tea.

Dinner Buffets have a minimum of 40 Guests. If less than 40 Guests an additional charge of \$3 per person will be applied.

DRINK MENU

A \$150 Bartender Fee will be assessed for bars that total under \$300. This fee will be waived if total bar exceeds \$300.

HOST RECEPTION

The complete package includes Liquor, Beer, Wine, Mixers and Set Up. It is priced per drink and is added to your Master Account. Prices are subject to 22% Service Charge and 6% Iowa Sales Tax.

HOSTED BAR OPTION

The Hosted Bar Option is sponsored and paid for by the host of the event. Billing will be calculated on actual consumption. As the Host, you may choose the duration of service from one hour or throughout the event.

Call Brands	\$6.00
Premium Brands	\$7.00
Super Premium	\$8.00
House Wines	\$5.50
Beer Domestic	\$3.75
Beer Imported	\$4.75
Soda	\$1.00
Keg Beer Domestic	\$325.00
Keg Beer Imported	\$400.00

BEER

Domestic Beer:

Budweiser, Bud Light, Coors Light, Michelob Ultra, Miller Light, O'Douls

Imported/Specialty:

Boulevard Wheat, Corona, Heineken, Fat Tire Amber Ale, Mike's Hard Lemonade, Samuel Adams Seasonal

CASH BAR OPTION

Cash Bar Service allows guests the opportunity to purchase his or her own beverages. Cash is the only form of payment accepted, running tabs are not allowed. Cash bars will include a combination of house, call and premium brands. Prices are inclusive of the Iowa Sales Tax.

Call Brands	\$6.50
Premium Brands	\$8.00
Super Premium	\$9.00
House Wines	\$6.00
Beer Domestic	\$4.00
Beer Imported	\$5.00
Soda	\$2.00

WINE

Tier One: Canyon Road 750ml

Varieties: Moscato, White Zinfandel, Pinot Grigio, Sauvignon Blanc, Chardonnay, Pinot Noir, Merlot, Cabernet Sauvignon.

Sparkling Wine: William Wycliff

\$6.00 per person / \$21.00 per Bottle

Tier Two: Mirassou 750ml

Varieties: Riesling, Sauvignon Blanc, Pinot Grigio, Chardonnay, Pinot Noir, Merlot, Cabernet Sauvignon.

Sparkling Wine: Kenwood Yulupa Brut

\$7.00 per person / \$25.00 per Bottle

Tier Three: Clos du Bois 750ml

Varieties: Riesling, Chardonnay, Pinot Noir, Merlot, Cabernet Sauvignon.

Sparkling Wine: Freixenet Cordon Negro Brut ~ La Marca Prosecco.

\$9.00 per person / \$32.00 per Bottle

Champagne Toast: Kenwood Yulupa Brut

\$6.00 per person / \$21.00 per Bottle



AUDIO VISUAL MENU

25" TV Monitor	\$100
6' Screen	\$30
8' Screen	\$45
A/V Cart	\$20
Direct Box	\$35
Easel	\$25
Extension Cord/Power Strip	\$20
Flip Chart w/ Markers	\$40
Lavalier Microphone	\$35
LCD XGA (1400 Lumen) Projector	\$265
LCD XGA (2200 Lumen) Projector	\$350
4 Channel Mixer	\$40
Patch Fee	\$35
Polycom w/ 2 Mic	\$100
Post-It-Note Flip Chart Paper	\$50
Standing Podium	\$45
Tabletop Podium w/ Mic	\$50
VCR or DVD	\$50
Whiteboard w/ Markers 4x6	\$60
Wireless Microphone	\$90
Wireless Remote for Slide Projector	\$35
Rear Projection Screen (6x8 Fast Fold w/ Dress Kit)	\$115
Small Whiteboard	\$20
Dance Floor	\$100
Light Wall Backdrop	\$150
White Chair Covers	\$3/Chair
Chair Cover Sash	\$2/Chair

All prices are subject to 22% service charge and applicable tax.

SERVICES AND POLICIES

Exclusive Caterer

All food and beverage items served at the Holiday Inn Downtown are selected, prepared, and served by the Holiday Inn Downtown as the exclusive manager of food and beverage operations. These menus feature a varied selection of popular items designed to appeal to the needs of each of our clients and their guests. Should the selections featured in the menu not fit your needs, we welcome the opportunity to customize our menus for your special event.

Outside Food and Beverages

No food or beverage of any kind will be permitted to be brought into the facility by the patron. Food items may not be taken from Holiday Inn Downtown; however, excess prepared food is donated under regulated conditions to agencies feeding the underprivileged at Holiday Inn Downtown's sole discretion.

Alcoholic Beverage Service

In compliance with Iowa State Law, all alcoholic beverages must be supplied and served by Holiday Inn Downtown. In accordance with state regulations, we reserve the right to request a photo ID of any person to verify their age and to refuse service to underage and intoxicated persons. Alcoholic beverages may not be removed from the Holiday Inn Downtown. There is a two drink maximum per person per transaction.

Linens, Set Up, Tear Down

All banquet prices include standard sized white table linens and your choice of pre-selected napkin colors. All set up and tear down is done by the Holiday Inn Downtown and is included in the banquet prices.

Dietary Considerations

Holiday Inn Downtown will address special dietary requests with a 72 hour advance notice.

Menu Selections

Choose a menu from the selections contained in the preceding suggestions, or have us custom design a menu for your particular needs. For plated and served meals, a maximum of two (2) entrée choices is permitted. Three (3) entrée choices will be permitted for an additional \$3.00 per entrée.

Guarantees

A minimum guarantee of the number of guests to be served is required by 12:00pm, noon, three business days prior to the actual function. A la Carte orders require a guarantee for quantity ordered of each food item on the order. If this number is not received, your original estimates will be considered the final guarantee and you will be billed accordingly. The number is not subject to reduction.

Meals will be prepared for your final guarantee. We will provide additional seating and settings for 3% over the guarantee. Holiday Inn Downtown reserves the right to make substitutions to the menu to serve your additional guests.



SERVICES AND POLICIES

Food and Beverage Charges

All food and beverage is subject to 22% service charge and applicable tax. The "service charge" is not paid out to the employees as gratuity. All Holiday Inn Downtown prices are subject to change. Holiday Inn Downtown will not guarantee price quotes more than 90 days prior to the event date.

Deposits and Minimums

A \$1000.00 non-refundable deposit is due at the time of booking the Top of the Tower Ballroom.

A \$500 non-refundable deposit is due at the time of booking the Des Moines Room.

A \$500 non-refundable deposit is due at the time of booking the North View Room.

The Top of the Tower Ballroom has a \$1000.00 room rental and a \$5000.00 food and beverage minimum.

The Des Moines Room has a \$500.00 room rental and a \$2500.00 food and beverage minimum.

The North View Room has a \$500.00 room rental and a \$2500.00 food and beverage minimum.

Cancellations

Cancellations of a food function must be sent in writing to the Director of Catering. Any cancellation received more than 30 days prior to the scheduled event will result in a fee equal to 25% of the estimated food and beverage charges. Any cancellation received less than 30 days in advance will result in a fee of 50% of the estimated food and beverage charges. Cancellations received after the final guarantee is provided will result in a fee equal to 100% of the estimated food and beverage charges, plus any expenses incurred in preparing for the event at the time of cancellation. Holiday Inn Downtown shall not be responsible for any losses resulting from cancellation of an event.

Name & Date of Event

Holiday Inn Representative

Date of Signature

Name & Date of Event

Client Signature

Date of Signature

