CATERING MENU



• WICHITA •

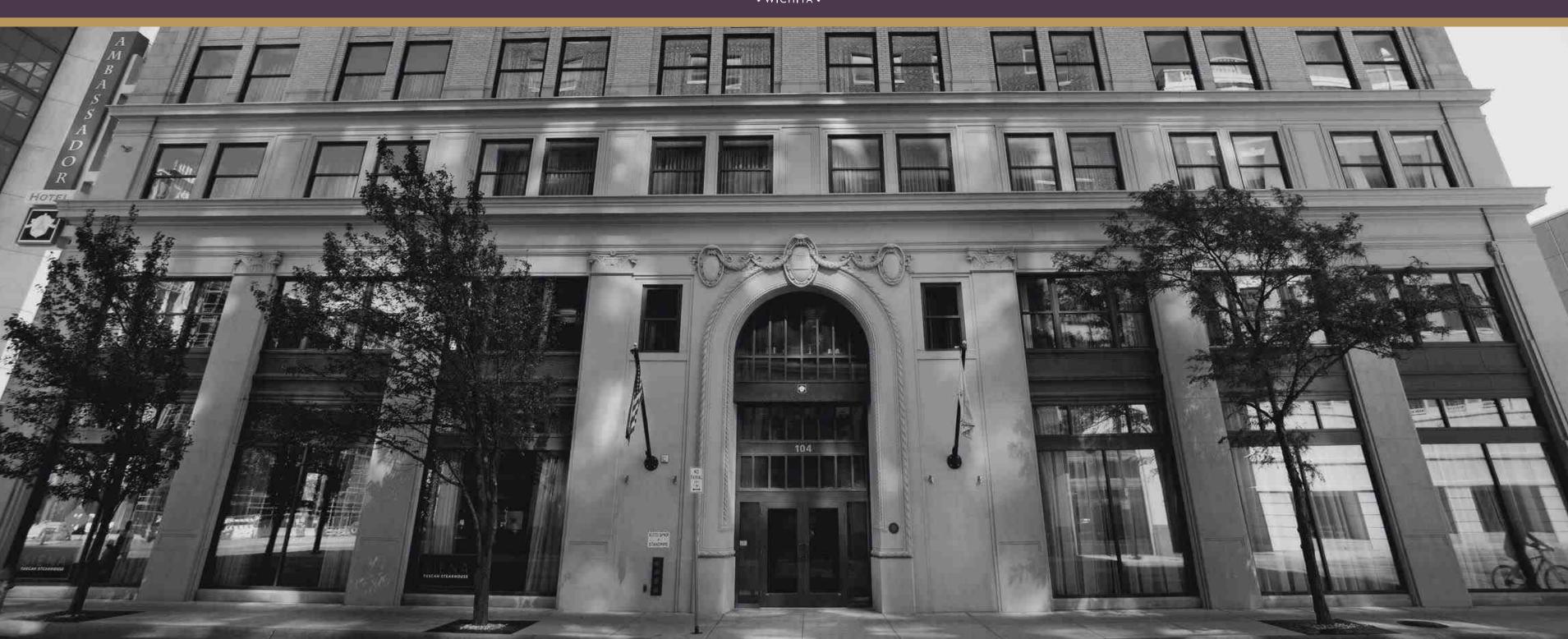


TABLE OF CONTENTS

- 3-4 Breakfast
 - 5 Breaks
 - 6 A La Carte
 - 7 Beverages
- 8 13 Lunch
 - 14 Appetizers
- *15-16* Dinner
- 17-19 Reception
- 20-21 Action Stations
 - 22 Carving Stations
 - 23 Beverage Stations
- 24-27 Bar
- 28-30 Hotel Policies and Procedures



BREAKFAST BUFFETS

All prices per person

The Kansan \$48

Chicken Fried Chicken or Chicken Fried Steak | Scrambled Eggs Breakfast Potatoes O'Brien | Fresh Baked Biscuits with Sausage Gravy

The Classic \$40

Scrambled Eggs | Fresh Seasonal Fruit | Freshly Baked Morning Pastries Bacon or Sausage | Breakfast Potatoes O'Brien Fresh Baked Biscuits with Sausage Gravy

Continental \$30

Freshly Baked Morning Pastries | Fresh Seasonal Fruit

On-the-go Breakfast \$29

ASSORTED WHOLE FRUIT

BREAKFAST SANDWICHES

Choose 2 variations Bacon, Ham, or Sausage Cheddar, Swiss, or Provolone English Muffin, Biscuit, Croissant, or Wrap

BREAKFAST BURRITO Scrambled Eggs | Cheddar Cheese | Peppers | Onions | Potatoes

Reserve Buffet \$38

Assorted Freshly Baked Pastries | Fresh Fruit Display Scrambled Eggs | Sausage Links or Applewood Smoked Bacon Greek Yogurt | Granola | Breakfast Potatoes



BREAKFAST

All prices per person

Omelet Action Station \$13

Omelet or Eggs Cooked to Order Cheddar Cheese | Swiss | Ham | Bacon | Onions Peppers | Mushrooms | Tomatoes | Spinach

Benedict Action Station \$18

Smoked Salmon | Capicola | Italian Ham Tomato | Basil Hollandaise | Spinach

Enhancements

Add an enhancement to any of the breakfast options

Assorted Muffins	\$50/dozen
Assorted Bagels	\$50/dozen
Assorted Danishes	\$50/dozen
Whole Fruit	\$4/piece
Greek Yogurt	\$4/each
Fresh Fruit Display	\$8/person
Brioche Baked French Toast	\$10/person
Biscuits and Gravy	\$12/person
Rolled Oatmeal	\$8/person
Breakfast Burrito	\$10/person
Ham, Egg, and Cheese Croissant	\$10/person
Bacon, Egg, and Cheese Biscuit	\$10/person
Vegetable Egg White Frittata	\$12/person
Scrambled Eggs	\$8/person
Bagel, Lox, Tomato, and Onion	\$15/person



BREAKS

Specialty Popcorn \$12
Choose Two

Rosemary | Parmesan | Truffle Hot Buttered | Black Pepper & Pecorino

Iced Cold Milk and Cookies \$18

Freshly Baked Cookies Freshly Baked Brownies and Milk

Ballgame Break \$17

Mini Pretzel Bites | Nacho Cheese Mustard | Buttered Popcorn

Movie Break \$18

Assorted Movie Theater Candy | Buttered Popcorn

The Mediterranean \$18

Olive Tapenade | Vegetable Crudité | House Made Hummus | Pita

Morning Energy \$20

Fresh Fruit Cup | Granola Bars | Citrus Infused Water | Seasonal Smoothies

High Energy \$25

Trail Mix | Kind Bars | Greek Yogurt | Beef Jerky Red Bull | Assorted Pepsi Products | Premier Protein

Antioxidant \$25

Build Your Own Trail Mix Station

Dried Blueberrie | Dried Cherries | Almonds

Walnuts | Flaxseed | Dark Chocolate

Antipasti \$35

Cured Meats | Cheeses | Marinated & Raw Vegetables Assorted Breads & Crackers | Seasonal Mostarda House Pickles | San Pellegrino | Aqua Panna

All Day Package \$50

Coffee, Iced Tea, and Water Stations for up to 8 hours)

CLASSIC CONTINENTAL

MID-MORNING REFRESH (30 minutes)

Choose Two

Whole Fruit | Assorted Granola Bars

Scones | Smoothies | Trail Mix

AFTERNOON REFRESH (30 minutes)

Choose Two

Freshly Baked Cookies | Brownies & Blondies

Popcorn | Mixed Roasted Nuts



AL A CARTE

House-made Cookies \$32/dozen

Chocolate Chip | Peanut Butter | Oatmeal

House-made Specialty Brownies \$48/dozen

Chips, Salsa, and Guacamole \$150 (accommodate 10)

Kettle Chips and Onion Dip \$70 (accommodate 10)

Snack Attack \$8 (each on consumption)

Packaged Potato Chips | Candy Bars | Packaged Peanuts | Snider Pretzels

Hummus with Pita \$100 (accommodates 10)



BEVERAGES

All drinks are charged on consumption

Standard Package \$6/each

Assorted Soft Drinks (Pepsi Products)
Bottled Water
Bottled Juices (Apple | Orange | Cranberry)

Premium Package \$8/each

Starbucks Iced Coffee | Red Bull | Hot Coffee Assorted Soft Drinks (Pepsi Products) San Pellegrino | Aqua Panna | Bottled Juices (Apple | Orange | Cranberry)

Beverages by the Gallon \$50/gallon

Iced Tea | Lemonade | Hot Chocolate Specialty Non-alcoholic Punches

Freshly Brewed Coffee \$55/gallon

Infused Tea \$60/gallon
Peach | Raspberry



All prices per person

DELI DISPLAY \$46

Includes fresh garden salad, pasta salad, kettle chips, and chef's choice of dessert

Pick Three Sandwich Options

Mesquite Turkey & White Cheddar

Turkey Breast | Aioli | Micro Greens | Roasted Red Pepper Pesto

Chicken Caprese

Chicken Breast | Mozzarella | Tomato | Basil Micro Greens | Balsamic Vinegar

Italian Hero

Capicola Ham | Salami | Pepperoni | Buretta Arugula | Tomato Confit | Basil Aioli

Caesar Wrap

Chicken Breast | Romaine | Tomato Caesar Dressing | Tomato Basil Wrap

Vegetarian

Cucumber | Herbed Cream Cheese Tomato | Zucchini | Field Greens



All prices per person. Desserts are available for an additional \$9 per person. All salads and desserts are pre-set.

BUILD YOUR OWN LUNCH BUFFET

Pick One Entrée \$32 | Pick Two \$38 | Pick Three \$42

Your Choice of Salad

TRADITIONAL CAESAR
Shredded Parmesan | Croutons | Caesar Dressing

TOSCANA
Field Greens | Shaved Red Onion | Celery | Radish | Cherry Tomato |
Black Garlic Vinaigrette

SEASONAL SALAD Special Salad Created by Siena's Chef

Cowboy Lunch
Meatloaf | Mashed Potatoes | Green Beans

Lighter Fares Salmon
Salmon | Risotto | Sauteed Greens

Lighter Fares Chicken

Grilled Chicken | Seasonal Vegetables | Roasted Potatoes

Italian Classico

Lasagna and House-made Focaccia Bread

Italian Parm

House Breaded Chicken Parmigiano | Spaghetti House-made Focaccia Bread

Vegetarian

Seasonal Quinoa Bowl



All prices per person.

LUNCH BUFFET

Served with fresh rolls, whipped butter, iced tea, and water.

Build Your Own Burger Bar \$29

House Grind Burger | Sesame Seed Brioche Buns | Lettuce Tomato | Onions | House Pickles | Garlic Aioli | Mustard White Cheddar | Chips House Salad with Assorted Dressings

Taste of Italy \$38

Caesar Salad | Rigatoni with Pomodoro Mini Meatballs | Seasonal Grilled Vegetables Rosemary Roasted Potatoes

Build Your Own Salad \$30

Choose Eight

Eggs | Tomatoes | Cucumbers | Red Onion Croutons | Parmigiana | Reggiano | Goat Cheese Shredded Cabbage | Blue Cheese | Feta Cheddar Cheese | Bacon Bits

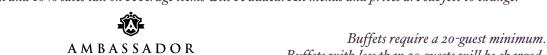
Choose Two
Ranch | Blue Cheese | Balsamic | Caesar

Add Ons

Grilled Shrimp \$12/person
Peppercorn Crusted Turkey \$8/person
Grilled Salmon \$12/person
Smoked Chicken \$8/person
Grilled Hangar Steak \$8/person

Choice of Dessert

Freshly Baked Brownies or Blondies



• WICHITA •

All prices per person.

LUNCH BUFFET

Served with fresh rolls, whipped butter, iced tea, and water.

Mediterranean Gyro Buffet \$38

Grilled Chicken | Falafel | Fresh Pita | Pickled Shallots | Labneh Cucumbers | Lemon | Garlic Tahini Sauce | Hummus | Pita

Comfort Lunch \$40

Meatloaf | Yukon Mashed Potatoes | Carrots Green Beans | Garden Salad | Fruit Cobbler

All American Lunch \$38

Green Salad with Vinaigrette | Pasta Salad Assorted Grilled Cheese | Tomato Bisque | Chef's Choice of Dessert

Backyard BBQ \$45

Choose Two Smoked Brisket | Chicken Pulled Pork | Assorted Smoked Sausages

Cole Slaw | Baked Beans | Potato Salad Corn Bread | Assorted BBQ Sauce | Pickles | Fruit Cobbler



All prices per person.

BOX LUNCH \$36

Includes sandwich, individual chips, pasta salad & house-made cookie.

To expedite delivery and service, a pre-order is requested.

Mesquite Turkey & White Cheddar

Turkey Breast | Sundried Tomato | Roasted Red Pepper Pesto Garlic Aioli | Micro Greens

Italian Hero

Capicola Ham | Salami | Pepperoni | Buretta Arugula | Tomato Confit | Basil Aioli Caesar Wrap

Chicken Breast | Romaine | Tomato Caesar Dressing | Tomato Basil Wrap

Vegetarian

Cucumber | Herbed Cream Cheese Tomato | Microgreens | Field Greens

All prices per person.

PLATED LUNCH

All plated lunches served with iced tea, fresh rolls, and whipped butter.

STARTERS

Choose one

Caprese Salad

Fresh Mozzarella | Tomatoes Drizzle of Balsamic Glaze

Traditional Caesar

Shredded Parmesan | Croutons Caesar Dressing

Wedge

Iceberg | Cherry Tomatoes | Crispy Bacon Blue Cheese or Ranch Dressing

Toscana

Field Greens | Shaved Red Onion | Celery | Radish | Cherry Tomato | Black Garlic Vinaigrette ENTRÉE

Choose up to three, final count is due three business days prior to event.

Grilled Chicken Breast \$35

Polenta Cake | Roasted Mushrooms | Marsala Sugo

Rosemary Rubbed Strip Steak \$50

Fingerling Potatoes | Chefs' Choice of Vegetable | Tallow Butter

Malfadine Pasta \$36

Bolognese | Grana Padano

Chef Inspired Seasonal Vegetarian \$35

Seared Salmon \$40

Risotto | Tomato Conserva | Beurre Blanc

Smoked Turkey Club \$30

Pasta Salad

Marinated Pork Tenderloin \$42

Creamy Mashed Potatoes | Sauteed Spinach

Bistro Filet & Grilled Prawn \$60

Garlic Whipped Potatoes | Red Wine Demi and Tallow Butter Chefs' Choice Of Vegetable

DESSERT

Choose one

Cheesecake with Fresh Berry Compote | Chocolate Torte Seasonal Fruit Tart | Tiramisu | Lemon Bars

APPETIZERS

Traditional Hot Wings \$180

Accommodates 20
Carrots | Celery Sticks | Blue Cheese

Smoked Salmon \$210

Accommodates 15
Smoked Salmon | Arugula | Shallots | Crème Friache | House-made Crackers

Vegetable Display \$150

Accommodates 15
Chefs Selection of Season Vegetables | House-made Ranch Dressing

Gourmet Cheese Board \$225

Accommodates 15
Selections of Cheese | House-made Crackers

Fontina Meatballs \$180

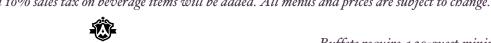
Accommodates 15
Beef Meatball, Focaccia, Sunday Gravy, & Parmesan

Affetati Misti \$300

Accommodates 25
Chefs Selection of Imported Meats & Cheeses | Grilled Sourdough | Fig Mostarda

Onion Dip with Potato Crisps \$130

Accommodates 20
Cream Cheese | Sour Cream | Sweet Onions | Red Onions | Kettle Cooked Chips



DINNER

All prices per person.

DINNER BUFFET

Midwest Barbecue \$75

Siena Salad | Smoked Sliced Brisket | Smoked Pulled Pork | Potato Salad Cole Slaw | Baked Beans | Assorted BBQ Sauces | Parker House Rolls with Butter | Chef's Cobbler

Classic Tuscan \$65

Classic Caesar Salad | Roasted Seasonal Vegetables | Tuscan Style Lasagna Farfalle With Artichoke & Spinach Cream Sauce | House-made Focaccia | Traditional Tiramisu

Homestyle Buffet \$75

Siena Salad | Roasted Chicken | Braised Short Rib | Roasted Potatoes Green Beans | Baked Macaroni & Cheese | Dinner Rolls | Chefs' Cobbler



DINNER

All prices per person.

PLATED DINNER

All plated dinners served with iced tea, fresh rolls, and whipped butter.

STARTERS

Choose one

Caprese Salad

Fresh Mozzarella | Tomatoes Drizzle of Balsamic Glaze

Smoked Beet Salad

Arugula | Tuscan Kale | Smoked Red Beets | Spiced Sunflower Seeds | Goat Cheese | Basil Vinaigrette

Traditional Caesar

Shredded Parmesan | Croutons Caesar Dressing

Wedge

Iceberg | Cherry Tomatoes | Crispy Bacon Blue Cheese or Ranch Dressing

Toscana

Field Greens | Shaved Red Onion | Celery | Radish | Cherry Tomato | Black Garlic Vinaigrette ENTRÉE

Choose up to three, final count is due three business days prior to event.

Eggplant Parmigiana \$47

Pomodoro | Basil | Mozzarella

Malfadine Pasta \$48

Bolognese | Grana Padano

Grilled Chicken Breast \$49

Organic Polenta Cake | Roasted Mushrooms | Marsala Sugo

Roasted Salmon \$60

Potatoes | Artichoke | Olives White Wine & Lemon

Petite KS Strip & Shrimp \$75

Garlic Whipped Potatoes | Local Vegetables

Rosemary Rubbed Strip Steak \$65

Roasted Fingerling Potatoes | Broccolini | Salsa Verde

Grilled Swordfish \$60

Jasmine Rice | Cilantro | Mango Salsa

Marinated Pork Tenderloin \$57

Garlic Whipped Potatoes | Sauteed Spinach

Filet Mignon \$85

Garlic Whipped Potatoes | Local Vegetables | Veal Sugo

Short Rib \$60

Parmesan Polenta | Roasted Root Vegetables

Scallops \$70

Risotto | Local Vegetables

DESSERT

Choose one

Chocolate Mousse with Hazelnuts, Salted Caramel, & Espresso Cheesecake with Fresh Berry Compote | Chocolate Torte | Fruit Tart | Tiramisu



RECEPTION

All priced per dozen.

CANAPES

COLD CANAPES

Tomato Bruschetta \$48

Caprese Skewers \$48

Mozzarella | Tomato | Basil | Balsamic

Shrimp Ceviche \$60

Tostada | Jalapeño | Avocado

Shrimp Cocktail Shooters \$72

Smoked Salmon \$66

Crème Fraiche | Caper | Crostini

Deviled Eggs \$48 with Crispy Prosciutto

Vegetarian Samosa \$48

HOT CANAPES

Mushroom \$60

Sausage Stuffed

Mini Sliders \$62

Meatball Sliders | Brisket Sliders | Hamburger Sliders

Vegetable Eggrolls \$42

Crab Ragoon \$60

Beef Satay \$61

Marinated in Red Curry

Mini Crab Cakes \$72

with Chipotle Remoulade

Chicken Satay \$60

with Peanut Sauce

Beef Empanadas \$60



• WICHITA •

RECEPTION

All priced per person.

Cheese Display \$15

Imported And Domestic Cheeses | Assorted Crackers | Crisps | Crostini

Hummus \$15

Roasted Garlic Hummus | Red Pepper Hummus | Baba Ganoush | Toasted Pita Chips | Pita Bread

Sliced Fruit & Nuts \$17

Sliced Assorted Seasonal Fruit | Seasonal Berries | Roasted Nuts

Vegetable Crudite \$14

add Hummus +\$5

Carrots | Celery | Broccoli | Cauliflower | Red Bell Peppers | Green Bell Peppers | House Ranch Dressing

Antipasti \$22

Grilled Vegetables | Marinated Parmigiano | Marinated Olives | Italian Meats & Cheeses

Mini Grilled Cheeses \$15

add Tomato Soup +\$8 per person

Choose Three

Croque Monsieur | Cuban Provolone | Caramelized Onion | Smoked Chicken Brie | Aged Cheddar | Virginia Ham



RECEPTION

SPREADS

Warm Spinach & Artichoke Dip \$135

Serves 20 Pita | Tortilla Chips

Baked Raspberry Brie \$180

Serves 20 Rosemary Crackers | Crostini | Fresh Berries

Smoked Salmon \$210

Serves 20
Dill Crème Fraiche | Chives | Pickled Red Onions | Arugala | Capers |
Rosemary Crackers | Sourdough Toast Point

TARTS

Tarts \$48/dozen

Seasonal Fruit Tarts

Panna Cotta Shooters \$36/dozen

Lemon | Strawberry | Vanilla Bean

Mini Cheesecakes \$48/dozen

Assorted Flavors

Sweets \$48/dozen

Fresh Baked Cookies | Fresh Baked Brownies | Fresh Baked Blondies

Dessert Table \$15/persom

Choose Three

Macaroons | Chocolate Espresso Mousse | Mini Fruit Tarts Assorted Cupcakes | Coconut Cake Slices | Assorted Dessert Bars | Chocolate Truffles

ACTION STATIONS

All priced per person.

Pasta \$25

Choose Two Pastas Rigatoni | Orecchiette | Linguini | Spaghetti | Penne

Choose Two House-made Sauces Pomodoro | Basil | Pesto | Roasted Mushroom Cream | Checca | Alfredo

> Add Ons Garlic Shrimp +\$9 Meatballs +\$7 Chicken +\$6

Choose Two House-made Sauces Pomodoro | Basil | Pesto

Focaccia Bread & Chicken

Macaroni & Cheese \$20

Macaroni & Shell Pasta | Gorgonzola | Cheddar | Fontina

Meat Selection Bacon | Spicy Sausage | Grilled Shrimp Add on Lobster +\$10

Nacho Bar \$16

Tortilla Chips | Nacho Cheese | Guacamole | Jalapeños | Pico De Gallo | Red Onion | Sour Cream Onions Ground Beef +\$6 | Carnitas +\$6 | Al Pastor +\$6 | Tinga +\$6 | Bacon +\$6



ACTION STATIONS

All priced per person.

Slider Station \$17

Choose Two Meats

Meatballs | Crab Cakes | Pulled Pork | Angus Beef | Beef Brisket

Brioche Buns | Caramelized Onions | Lettuce | Cole Slaw Tomato | Cheddar Cheese | Chipotle Aioli | Ketchup | Mustard

Risotto Station \$21

Asparagus | Parmigiano | Local Mushrooms

- + steak \$10
- + shrimp \$9
- + chicken \$8

Potato Bar \$15

Choose Two
Sweet Potatoes | Yukon Gold Mashed Potatoes | Roasted Potatoes

Butter | Sour Cream | Chives | Cheddar Cheese | Bacon *brown sugar and cinnamon served with sweet potatoes



CARVING STATIONS

All priced per person.

Roasted Beef Tenderloin \$65

Bearnaise | Bordelaise | Parker House Rolls

Prime Rib \$55

Horseradish Cream | Au Jus

Smoked Turkey Breast \$39

Whole Grain Mustard | Cranberry Sauce | Cocktail Rolls

Country Ham \$35

Brown Sugar Glaze

BEVERAGE STATIONS

Mimosa Bar \$14

Per Glass

Sparkling Wine

Choose Two Juices
Orange | Cranberry | Pineapple | Grapefruit

Bloody Mary Bar \$16
Per Glass

Vodka | Bloody Mary Mix | Clamato Juice | Blue Cheese Olives | Candied Bacon | Pickled Okra | Celery |
Pepper | Tabasco | Olive Juice | Pickle Juice | Worcestershire Sauce | Horse Radish
+ smoked shrimp mp

Buffets with less than 20 guests will be charged a \$100+ fee.

All buffets will be available for one hour and must be ordered for full guest count.

BAR

Cash Bar: guests pay for their own beverages. Price includes tax and service charge.

CASH BAR

House Brands \$11

Premium Brands \$13

Ultra Brands \$15

Domestic Bottle \$9

Imported Bottle \$10

Craft Bottle \$11

House Wine \$13

Soft Drinks \$6

• WICHITA •

BAR

On Consumption: just like opening a tab at a bar, the host pays at the conclusion of the event. You may set a maximum amount for cost control and let us know which brands you would like served.

HOSTED BAR

House Brands \$11

Premium Brands \$13

Ultra Brands \$15

Domestic Bottle \$9

Imported Bottle \$10

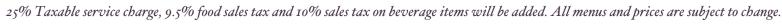
Craft Bottle \$11

House Wine \$13

Soft Drinks \$6

Drink Ticket \$11

Soft Drinks \$6



BAR PACKAGES

Hosted bar packages priced per hour, per guest. The host must pay for all guests over 21. All guests under 21 are \$5.00 per hour for assorted sodas and juices.

Beer, Wine, & Spirits

Includes beer, wine by the glass, cocktails, & assorted Pepsi products.

DURATION	HOUSE	PREMIUM	ULTRA
1 Hour	\$32	\$36	\$40
2 Hours	\$40	\$44	\$48
3 Hours	\$50	\$54	\$58
4.5 Hours	\$65	\$70	\$75

Beer & Wine Only

Includes beer, wine by the glass, & assorted Pepsi products.

DURATION	HOUSE	PREMIUM	ULTRA
1 Hour	\$26	\$28	\$30
2 Hours	\$30	\$32	\$34
3 Hours	\$40	\$42	\$44
4.5 Hours	\$55	\$57	\$59

DOMESTIC BEER	CRAFT BEER	IMPORT BEER
Bud Light	Local Selections	Heineken
Coors Light		Corona
Miller Lite		Stella Artois
Michelob Ultra		Peroni
*		



BAR

BAR PACKAGES

Hosted bar packages priced per hour, per guest. The host must pay for all guests over 21.

All guests under 21 are \$5.00 per hour for assorted sodas and juices.

Bar Offerings Spirits

HOUSE

New Amsterdam Vodka New Amsterdam Gin Camarena Tequila Bacardi Rum Jim Beam White Label

PREMIUM

Tito's Vodka
Gray Whale Gin
Casamigos Tequila
Appleton Estate Rum
Woodford Reserve Bourbon
Sazerac Rue
Jameson Irish Whiskey
Courvoisier VS Cognac

ULTRA

Grey Goose Vodka
The Botanist Gin
Maestro Dobel Tequila
Mount Gay Rum
Woodford Reserve Bourbon
Sazerac Rye
Jameson Irish Whiskey
Courvoisier VS Cognac

Wine

HOUSE

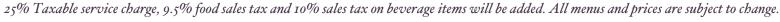
Society Cabernet Sauvignon Society Chardonnay

PREMIUM

Bonterra Organic Cabernet Sauvignon Bonterra Organic Chardonnay Bonterra Organic Rose Bonterra Organic Pinot Noir Bonterra Organic Sauvignon Blanc

ULTRA

Laroche Cabernet Sauvignon
Laroche Chardonnay
Laroche Rose
Laroche Pinot Noir
Laroche Sauvignon Blanc



HOTEL POLICIES AND PROCEDURES

Guarantee of Attendance

IS REQUIRED 72 HOURS (3 BUSINESS DAYS) PRIOR TO FUNCTION: OTHERWISE, THE EXPECTED WILL BECOME THE GUARANTEE AND WILL BE BILLED ACCORDINGLY. ROOM ASSIGNMENT IS SUBJECT TO CHANGE.

Menu Selection

TO ENSURE THAT EVERY DETAIL IS HANDLED IN A TIMELY MANNER THE HOTEL REQUESTS THAT THE MENU SELECTIONS AND SPECIFIC DETAILS BE FINALIZED 4 WEEKS PRIOR TO THE FUNCTION. IN THE EVENT THE MENU SELECTIONS ARE NOT RECEIVED 4 WEEKS PRIOR TO THE FUNCTION WE WILL BE HAPPY TO SELECT APPROPRIATE MENUS TO FIT YOUR NEEDS. YOU WILL RECEIVE A COPY OF THE BANQUET EVENT ORDERS (BEO) TO WHICH ADDITIONS OR SELECTIONS CAN BE MADE IF TIME ALLOWS. WHEN THE BEO'S ARE FINALIZED, PLEASE SIGN AND RETURN 14 WORKING DAYS PRIOR TO THE FIRST SCHEDULED EVENT. THE BEO WILL SERVE AS THE FOOD AND BEVERAGE CONTRACT. ALL MENU ITEMS ARE SUBJECT TO SEASONAL AVAILABILITY. WE WILL MAKE EVERY EFFORT TO SUBSTITUTE WITH SIMILAR ITEMS WHEN POSSIBLE. DIETARY SUBSTITUTIONS ARE ALSO AVAILABLE UPON REQUEST.

Parking

PARKING GARAGE AVAILABLE, SELF PARK OR VALET RATES APPLY.

HOTEL POLICIES AND PROCEDURES

Early Setup Charges

WE MAKE EVERY ATTEMPT TO HAVE YOUR ROOM SET HALF AN HOUR PRIOR TO YOUR OFFICIAL EVENT START TIME, HOWEVER, DUE TO THE SPECIFIC MEETING AGENDAS AND THE LEVEL OF MEETING ACTIVITY ON THE BANQUET FLOOR, THIS SETUP TIME CANNOT ALWAYS BE ACCOMMODATED. IF YOUR AGENDA REQUIRES ADDITIONAL SETUP TIME, PLEASE CONTACT YOUR CONFERENCE OR CATERING MANAGER AND HE/SHE WILL ADVISE YOU ON THE EARLY SETUP CHARGES THAT WILL APPLY.

Alcoholic Beverages & Smoke-Free Policy

THE STATE DIVISION OF ALCOHOLIC BEVERAGES AND TOBACCO REGULATES THE SALE AND SERVICE OF ALL ALCOHOLIC BEVERAGES. THE HOTEL IS RESPONSIBLE FOR THE ADMINISTRATION OF SUCH REGULATIONS. THEREFORE, IT IS OUR POLICY THAT NO ALCOHOLIC BEVERAGES MAY BE BROUGHT INTO THE HOTEL FOR ANY CONFERENCE OR FUNCTION. ONLY FOOD PURCHASES FROM THE HOTEL MAY BE USED DURING ANY CONFERENCE OR FUNCTION AT THE HOTEL. THE HOTEL MAINTAINS A SMOKE-FREE ENVIRONMENT, INCLUDING ALL RESTAURANTS, LOUNGES, EVENT ROOMS AND PUBLIC SPACE. IN THE CASE OF NON- COMPLIANCE, A FEE PER ROOM WILL BE INCURRED IN ORDER TO COVER THE EXTENSIVE COST OF RESTORATION TO A SMOKE-FREE CONDITION.



HOTEL POLICIES AND PROCEDURES

Prices & Payment

ALL PRIVATE EVENT SPACE CHARGES INCLUDING THE DEPOSIT AND ALL FOOD, BEVERAGE, ROOM RENTAL, TAXES, AND SERVICE CHARGES WILL BE PAID BY CREDIT CARD. A CREDIT CARD AUTHORIZATION FORM WILL BE SENT AND MUST BE COMPLETED AND RETURNED UPON SIGNATURE OF THE AGREEMENT. ANY OUTSTANDING CHARGES WILL BE BILLED TO THE CREDIT CARD ON FILE WITHIN 24 HOURS AFTER THE EVENT CONCLUDES.

THERE WILL BE A 25% TAXABLE SERVICE CHARGE AND 9.5% SALES TAX ON ALL FOOD AND A 10% SALES TAX ON BEVERAGE ITEMS.

THE CANCELLATION SCHEDULE WILL BE OUTLINED IN THE CATERING SALES AGREEMENT OR GROUP SALES AGREEMENT.

THE FOLLOWING IS THE PAYMENT SCHEDULE FOR ALL EVENTS. CREDIT CARD DEPOSIT 1/3 OF ALL ESTIMATED CHARGES DUE AT THE TIME OF THE SIGNED AGREEMENT, THE REMAINING ESTIMATED BALANCE IS DUE 10 DAYS PRIOR TO THE EVENT, THEN THE OUTSTANDING ACTUAL BALANCE WILL BE CHARGED TO THE CARD ON FILE WITHIN 24 HOURS AFTER THE CONCLUSION OF THE EVENT.