



Des Moines Marriott Downtown

Reception & Dinner Menu



Des Moines Marriott Downtown

700 Grand Avenue, Des Moines, Iowa, USA

1-515-245-5500

marriott.com/dsmia

Reception



HORS D'OEUVRES

Priced Per Piece

Receptions Are Based On 90 Minutes; Minimum Order of 50 Pieces Per Selection

HOT BITES

- Bacon Wrapped Almond Stuffed Fig \$6.00
- Jalapeño Popper - Ranch \$6.00
- Roasted Mushroom Arancini - Marinara \$6.00
- Spinach & Artichoke Stuffed Mushroom \$6.00
- Vegetable Spring Roll - Sweet Chili \$6.00
- Bacon Wrapped Scallop - Jalapeño Syrup \$8.00
- Beef Skewer - Chimichurri \$8.00
- Beef Empanada - Chipotle Aioli \$8.00
- Buffalo Chicken Spring Roll \$8.00
- Chicken Satay - Peanut Sauce, Cilantro \$8.00
- Chicken Quesadilla - Corn, Chipotle Aioli \$8.00
- Chipotle Lime Shrimp Skewer \$8.00
- Honey BBQ Meatball \$8.00
- Sausage & Parmesan Stuffed Mushroom \$8.00
- Spanakopita - Pesto Cream \$8.00
- Vegetable Samosa - Green Curry \$8.00

COLD BITES

- Caprese Skewer \$6.00
- Classic Bruschetta \$6.00
- Fruit Skewers \$6.00
- Mascarpone Crostini - Jalapeño Jam \$6.00
- Sweet Potato Chip - Goat Cheese, Cranberry \$6.00
- Vegetable Crudité Shooter \$6.00
- BLT Flatbread \$8.00
- Deviled Egg \$8.00
- Shrimp Cocktail \$8.00
- Smoked Salmon Crostini - Dill Cream Cheese, Capers, Red Onion \$8.00

DISPLAYS

Priced Per Person

ARTISAN CHARCUTERIE

Domestic & Imported Cheeses
House-Made Jams
Breads & Crackers
Marinated Olives
Sopressata
Graziano Peppered Salami
Capicola
Fruit Garnish

\$30.00

FARMER'S MARKET

Marinated & Raw Vegetables
Ranch Dip
Hummus
Grilled Bread

\$19.00

CHEF'S SWEET TREATS

Assorted Mini Cheesecakes
Assorted Bite-Sized Petit Fours
Fruit Skewers

\$21.00

BRUSCHETTA TRIO

Classic Bruschetta
Roasted Mushroom with Goat Cheese
Hummus with Grilled Asparagus

\$22.00

ARTISAN CHEESE BOARD

Imported & Local Cheeses
Breads & Crackers
House-Made Jam

\$19.00

CARVING STATIONS

Priced Per Station

1 (One) Station Per 75 Guests Recommended; Culinary Attendant Fee of \$210.00 Applies Per Station

All Station Receptions Require A Minimum of 3 (Three) Selections From the Carving & Self-Serve Stations

DRY RUBBED STRIPLOIN

Cajun Mayonnaise

Grainy Mustard

Horseradish Cream

Assorted Rolls

Serves Approx. 35 Guests

\$550.00

HERB-CRUSTED PORK LOIN

Fruit Compote

Grainy Mustard

Assorted Rolls

Serves Approx. 25 Guests

\$290.00

ROASTED TURKEY BREAST

Cranberry Relish

Pesto Mayo

Assorted Rolls

Serves Approx. 30 Guests

\$320.00

SALMON WELLINGTON

Dill Cream

Caper Onion Relish

Lemon

Serves Approx. 15 Guests

\$390.00

SMOKED BEEF BRISKET

Charred Corn & Poblano Relish

BBQ Sauce

Assorted Rolls

Serves Approx 25 Guests

\$425.00

ROSEMARY LEG OF LAMB

Tzatziki

Diced Fresh Tomato

Diced Onion

Crisp Lettuce

Pita

Serves Approx. 20 Guests

\$390.00

SELF-SERVE STATIONS

Priced Per Person

1 (One) Station Per 75 Guests Recommended

All Self-Serve Stations Can Be Presented As Action Stations; Culinary Attendant Fee of \$200.00 Applies Per Station

All Station Receptions Require a Minimum of 3 (Three) Selections From the Carving & Self-Serve Stations

HOUSE-MADE MAC & CHEESE

Elbow Macaroni
Bacon
Roasted Mushrooms
Fried Onions
Green Onions
Broccoli
Jalapeño
Hot Sauce
\$21.00

SLIDER BAR

BBQ Pulled Pork
Fried Chicken
Beef Burger
Spicy Ketchup
Grainy Mustard
BBQ Sauce
Slaw
Brioche Slider Rolls
House-Made Kettle Chips

\$27.00

MASHED POTATO BAR

Mashed Russet Potatoes
Mashed Sweet Potatoes
Cheese
Bacon
Fried Onion Strings
Broccoli
Sour Cream
Whipped Butter
Mini Marshmallows
Brown Sugar

\$21.00

NACHO BAR

Fresh Fried Tortilla Chips
Seasoned Ground Beef
Shredded Chicken
Crisp Lettuce
Fresh Tomato
Onion
Jalapeño
Queso
Guacamole
Salsa
Sour Cream

\$25.00

THE HANGOVER

Chicken Fingers
Potato Wedges
Mac & Cheese Bites
Spicy Ketchup
Grainy Mustard
BBQ Sauce

\$21.00

STREET TACOS

Shredded Chicken - Peppers & Onions
Carne Asada
Pork Belly
Corn & Flour Tortillas
Spicy Slaw - Lime, Candied Jalapeños, Chimichurri
Cotija Cheese

\$26.00

GRILLED CHEESE

Gourmet Grilled Cheese Sandwiches

- Classic American
- Bacon & Boursin
- Gruyere & Caramelized Onions

Tomato Basil Bisque

\$23.00

PASTA BAR

Penne & Tortellini
Sauces- Marinara, Boursin Cream, & Pesto
Toppings- Broccoli, Mushrooms, Spinach, Sun-dried
Tomatoes, Artichoke, & Shaved Asiago
Breaksticks
Chicken
Italian Sausage
Shrimp
\$27.00

GF Denotes Gluten Free, VE Denotes Vegetarian, VG Denotes Vegan
All Prices Are Subject to a 25% Taxable Service Charge & 7% Sales Tax

Dinner

Priced Per Person

BUILD-YOUR-OWN BUFFET

Includes Rolls & Butter, Regular Coffee, Hot Tea, Iced Tea, & Water

- Under 25 Guests \$150.00

SALAD

Choice of 2 (Two):

- Caprese - *Fresh Tomato, Fresh Mozzarella, Fresh Basil, Cracked Black Pepper, & Pesto Dressing*
- Classic Caesar Salad - *Romaine, Parmesan, Croutons, & Caesar Dressing*
- Farro & Quinoa - *Cucumber, Fresh Tomato, Feta, & Herb Vinaigrette*
- Kale & Spinach - *Cranberries, Red Onion, Candied Walnuts, & Red Wine Vinaigrette*
- Mixed Greens - *Carrot, Fresh Tomato, Cucumber, Radish, & Ranch or Balsamic Vinaigrette*
- Orzo Pasta Salad - *Kalamata Olives, Feta, Fresh Tomato, Cucumber, & Greek Vinaigrette*
- Roasted Corn & Black Bean - *Peppers, Red Onion, Cilantro, & Lime Vinaigrette*

SIDES

Choice of 2 (Two):

- Broccolini
- Garlic Mashed Potatoes
- Green Beans - *Caramelized Onions*
- Jasmine Rice Pilaf
- Parmesan Risotto
- Roasted Baby Carrots
- Roasted Brussel Sprouts
- Rosemary Roasted Red Potatoes

ENTRÉES

Choice of 2 (Two) or 3 (Three):

- Braised Chicken Thighs - *Lemon Thyme*
- Chicken Cacciatore
- Coq Au Vin - *Red Wine Braised Bone-In Chicken, Bacon, Mushrooms, & Herbs*
- Herb Seared Chicken Breast - *Mushroom Jus*
- Roasted Pork Loin - *Apple Mustard Sauce*
- Grilled Flank Steak - *Chimichurri*
- Smoked Beef Brisket - *Caramelized Onion & Corn Relish*
- Seared Salmon - *Honey Chipotle Glaze*
- Layered Eggplant Parmesan
- Tofu Fried Rice - *Vegetable Fried Rice & Marinated Tofu*

DESSERTS

Choice of 2 (Two):

- Cake Trio - *Red Velvet Cake, Key Lime Pie, & Tiramisu*
- Cheesecake Martini
- Seasonal Cobbler
- White Chocolate Bread Pudding

2 (Two) Entrée Buffet: *Per Person*
\$75.00

3 (Three) Entrée Buffet: *Per Person*
\$84.00

***To Enhance Your Buffet, Add A Soup**

- Clam Chowder \$7.00
- Loaded Potato \$7.00
- Tomato Basil Bisque \$7.00



BUILD-YOUR-OWN PLATE

Priced Per Person

Includes Rolls & Butter, Regular Coffee, Hot Tea, Iced Tea, & Water

SALADS

Choice of 1(One):

Arugula - Roasted Beets, Fennel, Goat Cheese, Pepitas, & Herb Vinaigrette

Mixed Greens - Carrot, Fresh Tomato, Cucumber, Radish, & Ranch or Balsamic Vinaigrette

Classic Caesar Salad - Romaine, Parmesan, Croutons, & Caesar Dressing

Spinach - Shaved Cheddar, Roasted Apples, Candied Walnuts, & Creamy Cider Vinaigrette

ENTRÉES

Tofu Fried Rice

Vegetable Fried Rice & Marinated Tofu
\$49.00

Quinoa Stuffed Portabella Mushroom

Roasted Red Pepper Coulis & Broccolini
\$49.00

Herb Seared Airline Chicken Breast

Mushroom Marsala Sauce, Garlic Mashed Potatoes,
& Charred Green Beans
\$52.00

Potato Gnocchi

Butternut Squash, Cream Sauce, Toasted Hazelnuts,
& Fried Sage
\$49.00

Flour Dusted Chicken Breast

Bourbon Cream Sauce, Rosemary Roasted Red
Potatoes, Broccolini, & Roasted Carrots
\$49.00

Vegetable Wellington

Roasted Tomato Sauce & Caramelized Green Beans
\$52.00

Herb-Crusted Pork Loin

Shallot & Leek Cream Sauce, Roasted Red Potatoes,
& Squash Medley

\$55.00

Grilled 10 oz Pork Chop

Apple Mustard Sauce, Sweet Potato Mash, & Roasted
Brussel Sprouts

\$59.00

Salmon

Citrus Caper Cream Sauce, Jasmine Rice Pilaf, &
Broccolini

\$63.00

Prosciutto Herb Seared Airline Chicken Breast

Roasted Red Pepper Coulis, Jasmine Rice Pilaf, &
Asparagus

\$55.00

Braised Short Ribs

Braising Jus, Horseradish Mashed Potatoes, Roasted
Carrots, & Pearl Onions

\$62.00

8 oz Beef Sirloin

Red Wine Demi-Glace, Smashed Yukon Potatoes, &
Broccolini

\$68.00

DESSERTS

Choice of 1 (One):

Berry Shortcake - *Macerated Berries, Sweet Biscuit*

Carrot Cake

Chocolate Layer Cake - *Chocolate Sauce*

Lemon Layer Cake - *Strawberry Sauce*

New York Cheesecake - *Strawberry Sauce*

***To Enhance Your Dinner, Add A Soup:**

- Clam Chowder \$6.00
- Loaded Potato \$6.00
- Tomato Basil Bisque \$6.00

DUET PLATES

4 oz Beef Sirloin & 4 oz Herb Chicken Breast

- Seared Sirloin - Red Wine Demi-Glace
- Herb Seared Chicken Breast - Herb Jus

Paired with Garlic Mashed Potatoes & Broccolini

\$72.00

4 oz Seared Salmon & 4 oz Beef Sirloin

- Seared Salmon - Piccata Sauce
- Seared Sirloin - Roasted Mushroom Demi-Glace

Paired with Herb Risotto, Asparagus, & Roasted Baby
Carrots

\$77.00



Technology

ENCORE EVENT TECHNOLOGIES / AUDIO VISUAL

Des Moines Marriott Downtown is pleased to share that **Encore Group (USA) LLC (“Encore”)** is the Hotel’s sole preferred **in-house event technology company**. Although Hotel does not require that Group use Encore for Group’s event technology requirements, Group agrees to allow Encore to submit a competitive bid for Group’s consideration. Encore does have exclusivity to all installed systems and rigging.

Should Group elect to provide equipment from an outside source, then in addition to Group’s obligations as set forth in the *Outside Contractors* clause, the following shall apply:

1. As a commitment to the success of Group’s Event, an experienced event technology liaison with intimate knowledge of the Hotel’s meeting space will be assigned to Group’s program to ensure the success of the outside event technology company’s load in, execution of the Event, and load out.
2. Based on Group’s scheduled load-in and load-out times over the official Event dates, an event technology liaison fee to be billed at current published labor rates, plus applicable taxes, will be **billed to the Group’s Master Account**.
3. Additionally, the event technology liaison will be onsite during the Event production days as determined between Encore and Group’s event technology provider, to field any last minute/on-site additions, or if emergency support is needed. This daily fee, covering the hours as determined between Encore and Group’s event technology provider, will be billed at current published labor rates, plus applicable taxes, and will be billed to the Group’s Master Account.
4. The total quantity of billable event technology liaison services will depend upon the duration and scope of the Group’s load-in/load-out schedule and Event production.

5. Once Group's specific audio-visual needs have been determined, Group may contact an Encore **representative** for a calculation of the total estimated event technology liaison services.

6. In-house audio-visual equipment is subject to applicable taxes and current service charge of 25%.

Please contact an Encore Representative for current labor pricing, note that overtime and weekend rates may apply. Encore requires 5-hour minimums for all labor shifts.

515.245.5523 | www.ENCOREGLOBAL.com



General Information

Important Things to Note

ALCOHOL POLICY

The hotel requires beverages to be dispensed by the hotel servers and bartenders only. The alcoholic beverage license requires the hotel to:

1. Request proper identification of any person of questionable age and refuse alcoholic beverage service if the person is underage or proper identification cannot be produced
2. Refuse service to any person who, in the hotel's judgement, appears to be intoxicated.

FOOD & BEVERAGE

All food and beverage served in the hotel are to be provided by the hotel.

- Dietary substitutions can be made available upon request.
- Any food and beverage functions cancelled are subject to a cancellation fee based on the sales contract.
- Food and beverage prices may change without notice.
- **Outside food and beverages are not permitted.**

CORKAGE FEE

Wish to Bring in Your Own Wine?
Speak With Your Sales or Event Manager for Further Details.

- Per Bottle \$ 23.00
- Per Case \$ 277.00

GUARANTEES

Guaranteed number of guests is required to be submitted to your Event Manager a minimum of three business days prior to the function and is not subject to reduction. The billed amount will be for the guaranteed number or actual attendance, whichever is greater.

The hotel will be prepared to serve 3% above the guarantee attendance number.

TAX & SERVICE CHARGE

All food, beverage, room rental, and audio-visual equipment prices are subject to a 25% service charge.

All charges, including food, beverage, audio-visual equipment, and service charges are subject to applicable state sales tax.

All prices are subject to change at any time according to market. Service charge and tax may change without notice.

SUPPLY & DEMAND

Supply and Demand chains are contributing to increased volatility in import, export, producer, and consumer prices due to Market Recovery in the United States and abroad. This may result in substitutions for some of the products listed.

Regional and local produce is used whenever possible.

CONFIRMATION OF SET UP REQUIREMENTS

Final menu items, room arrangements, and other details pertaining to your function will be outlined on an event order.

The hotel reserves the right to change function rooms at any point should the number of guests decrease, increase, or when the hotel deems it necessary.

TAX EXEMPTION

The State of Iowa requires a completed tax exemption form prior to arrival. If this form is not received and verified, the organization will not be put on tax exempt status and must file a return with the state to receive a refund. Iowa state tax exemption forms are due 2 (two) weeks prior to arrival.

SECURITY

The hotel shall not assume liability for any damages or loss of any articles. Arrangements for security of exhibits, merchandise, or meeting room articles may be set up through our event management team.

Arrangements for outside security may be made by the individual group or by the hotel. The hotel must be made aware of and approve the security company coming into the hotel. Please contact your Event Manager for more details.

Additional hotel security: \$ 150.00 per officer, per hour, with a minimum of 2 (two) officers starting ½ hour before and ending ½ hour post event.

LABOR/ROOM RESET

Resetting of meeting rooms from previously agreed set-up per your banquet event order, may result in an additional cost to the group of \$ 250.00.

HUMAN TRAFFICKING CERTIFICATION

The Iowa Legislature requires all hotels and their associates to complete the Human Trafficking Awareness training provided by the Iowa Department of Public Safety (Iowa Code 80.45A). The Des Moines Marriott Downtown is proud to be certified. The hotel will ensure that each new hire associate has completed this training within their first 30 days and the training is renewed as required every 3 (three) years.

Ask your Sales or Event Manager for the Des Moines Marriott Downtown's current certificate, if required. More information can be found here: [Home | Iowa Office to Combat Human Trafficking \(stopthiowa.org\)](http://Home | Iowa Office to Combat Human Trafficking (stopthiowa.org))

BANNER HANGING

\$ 46.00 per banner

All displays, signage and/or decorations proposed by the Patron will be subject to the approval of the hotel. Under no circumstances should anything be nailed, screwed, or otherwise affixed to the walls or fixtures of the hotel.

Pipe and drape is available to hang banners at a minimum charge of \$ 46.00 per banner (up to 8 feet).

Displays or signage are not permitted in the lobby area of the hotel without permission from the General Manager.

IN-ROOM DELIVERY/GIFT BAG

\$ 8.00 per room/per item

Deliveries are scheduled by the hotel based on staffing. Hotel must be notified in writing within 72 business hours of the names of all guests to receive gift bags and the number of bags to be delivered.

Hotel is not responsible for time sensitive information.

All charges will be posted to the master account or to a guest room reservation.

VALET PARKING

The Des Moines Marriott Downtown offers Valet parking only. Valet parking is available to all registered guests and guests attending on site events. The current overnight parking cost is \$38.00 (plus tax) per day with unlimited in and out privileges.

For those guests not spending the night an hourly rate is available. Charges may be posted to a group's master account.

Current short-term parking charges are:

- 0-8 hours \$ 26.00 (plus tax)
- More than 8 hours \$ 38.00 (plus tax)

*Hotel's parking garage clearance is 6 feet, 3 inches. Oversized vehicles and trailers cannot be accommodated

TABLE TOP EXHIBITS/EXHIBIT BOOTHS

- \$ 46.00 per exhibit 6 foot table: each table is set with a skirt, trashcan, and chair
- \$ 69.00 per exhibit 8 foot table: each table is set with a skirt, trashcan, and chair

Full Exhibit Booths with Pipe and Drape are contracted through Hotel's preferred vendor, Event Decorators of Iowa 515-237-8282 | eventdecoratorsofiowa.com

EXHIBIT SPACE

Please ask your Event Manager for a copy of the hotel's exhibit space policy which includes information on the following:

- Load-In and Load Out Rules/Regulations
- Motorized Vehicles and Large Equipment
- Shipping, Receiving, Loading Dock, and Storage
- Signage and Banners -Sound System, Electric, Fire Codes, etc.
- Drayage Company Requirements

Exhibit Move In/Out times MUST be scheduled in advance with your Event Manager. You will be assigned an on-property liaison to assist with services such as load in/out, etc. A fee will be assessed, minimum of four (4) hours required, see Event Manager for pricing.

SHUTTLE INFORMATION

Airport Shuttle Transportation

Monday-Friday

5:00AM-12:00PM Every 1/2 Hour

12:00PM-11:00PM Every Hour

Saturday-Sunday: Contact Bell Staff For Departure Times

\$13.00 Per Person Each Way *See Front Desk For Ticket*

Hotel Guest Transportation

Zone 1: (Downtown Area): No fees are applied unless set by contract with the sales and/or events department.

Zone 2 (2-3 miles): \$15.00 pers shuttle each way

Zone 3 (3-5 miles): \$25.00 per shuttle each way

Zone 4 (5-8 miles): \$30.00 per shuttle each way

*Private shuttle transportation service is available, please ask. Extra fees will apply.

*Day of or short-term are subject to the terms of Contract Shuttle Transportation.

Private Airport Shuttle Pick-Up/Drop Off

\$140.00 per shuttle (due to flight tracking & wait time)

Contracted Off-Site Private Airport Shuttle

\$100.00 per shuttle (Pick-up within Zone 1)

Special Event Pricing

Zone 1 (Downtown Area): \$90.00 per shuttle each way

Zone 2 (2-3 miles): \$110.00 per shuttle each way

Zone 3 (3-5 miles): \$130.00 per shuttle each way

Zone 4 (5-8 miles): \$170.00 per shuttle each way

Transportation service must be contracted with hotel's Sales/Events departments more than 24 hours in advance.

Transportation contracts are based on an hourly rate with a 2 hour minimum.

These shuttles are dedicated to the group for the duration of time contracted.

The contracted hourly rate is \$200.00 per hour/per shuttle.

SHIPPING & RECEIVING

Hotel provides complimentary box delivery for up to 5 (five) boxes at minimal weight. Please review delivery fees with your Event Manager. All shipping and receiving charges are subject to tax. Due to limited storage space, Hotel will not accept shipments more than 3 (three) business days prior to the start date of the event.

Shipping/Receiving/Handling fees:

Incoming Packages:

- 1-5 boxes: Complimentary
- Additional boxes, under 40 pounds: \$ 7.00 per box
- Boxes, over 40 pounds: \$ 9.00 per box
- Cases: \$ 46.00 per case
- Pallet(s): \$ 173.00 per pallet

Storage, per day:

- 1-5 Boxes: complimentary
- Additional boxes, under 40 pounds \$ 7.00
- Boxes, over 40 pounds: \$ 12.00
- Cases: \$ 23.00
- Pallet(s): \$ 58.00

Outgoing Packages:

- \$ 7.00 handling fee per box or case
- Pallet(s): \$ 173.00 per pallet

Any items being shipped to the hotel must be addressed as follows:

- Guest/Client Name
- Hold for: Convention/Group name; Arrival/Event Date
- Des Moines Marriott Downtown
- 700 Grand Avenue
- Des Moines, IA 50309

SELF PARKING OPTIONS

Des Moines City Parking Garages are available at different rates depending on location.

These garages have easy access to the hotel via the skywalk system.

Closest city parking garage to the Des Moines Marriott Downtown is located at 8th and Grand Street 1 (one) block from hotel.

Additional information on city parking can be found at [Parking \(dsm.city\)](http://Parking(dsm.city))

INTERNET

A limited amount of basic Wi-Fi is available in our conference space. It is intended for simple browsing for less than 100 guests. Custom bandwidth arrangements and pricing may be discussed with your Event Manager. Please refer to the Wi-Fi Quick Guide located on the hotel website under the "Events" tab for more information.

EXECUTIVE CHEF DEREK BREITBACH

Chef Derek began his culinary career at a small, family-owned restaurant in Panora, IA, where he grew up. He worked there throughout high school and college, later graduating from Iowa State University with a bachelor's degree in business management. Wanting to pursue his passion with a career in the culinary arts, he moved to Denver, CO to attend Johnson & Wales University.

Chef Derek began his Marriott career nearly 15 years ago as a culinary intern at the Renaissance Schaumburg. He went on to work at other Marriott properties including the Coralville Marriott Hotel & Conference Center, The Worthington Renaissance Fort Worth Hotel, Dallas/Plano Marriott at Legacy, and the Detroit Marriott at Renaissance Center. Through the years he moved his way up to Executive Chef, finally landing at the Des Moines Marriott Downtown.

Chef Derek maintains a strong belief in both personal and professional growth. He strives to offer an unforgettable culinary experience based on the freshest ingredients and innovative flavors.

The Des Moines Marriott Downtown is pleased to welcome Chef Derek back home to Iowa and is honored to have a passionate Chef who creates signature dishes sourced from local ingredients. Chef Derek is eager to share his passion with new and returning guests.

BUS PARKING

Hotel offers bus parking to all registered guests and guests attending on site events. The current cost is \$ 270.00 per bus/per day, cost includes the city permit.

Permit requests must be submitted 10 (ten) business days prior to when needed.

SPECIAL REQUESTS

We are able to accommodate many special arrangements or requests you may have. Please ask!



DES MOINES MARRIOTT DOWNTOWN

700 Grand Avenue, Des Moines, Iowa, USA

1-515-245-5500



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