



*Rushmore Playa Holiday Inn*



*Holiday Inn*



# Welcome

The Rushmore Plaza Holiday Inn is proud to assist you in planning your next banquet, reception, convention or company meeting. As a member of the Holiday Inn Hotels and Resorts family, one sustaining quality we all share is our skilled team of professionals. Armed with an endearing loyalty, they take pride in their work and will treat your function as if it were their own.

Combining this team of professionals with the finest facilities and amenities will make the difference between just another ordinary catering event, and a function your guests will be raving about well into the future.

## **Rushmore Plaza Holiday Inn**

P.O. Box 3800 • 505 North 5th Street • Rapid City, South Dakota 57709  
Telephone: 605.348.4000 • Fax: 605.348.9777 • Sales Fax: 605.399.3669  
Sales Office 605.399.7039



## Continental

Assorted fruit juices, sliced fresh fruit tray, breakfast pastries and muffins, 100% Columbian coffee, decaf, and specialty tea selections

## Deluxe Continental Breakfast

Assorted fruit juices, sliced fresh fruit tray, breakfast pastries and muffins, bagels and cream cheese, fruit yogurts with granola, 100% Columbian coffee, decaf, and specialty tea selections

## Executive PM Break

Assorted jumbo cookies and brownies, whole fresh fruit, assorted soft drinks, 100% Columbian coffee, decaf, and specialty tea selections

## Mid-Morning Break

Whole fresh fruit, assorted granola bars, 100% Columbian coffee, decaf and specialty tea selections

## *Break Items*

- Yogurt
- Whole Fruit
- Assorted Muffins
- Assorted Danishes
- Assorted Jumbo Cookies
- Brownies
- Cinnamon Rolls
- Croissants
- Assorted Bagels with Cream Cheese
- Mixed Nuts
- Assorted Candy Bars
- Soft Pretzels
- Granola Bars
- Assorted Scones
- Popcorn
- Tortilla Chips and Salsa
- Fresh Fried Potato Chips and Dip
- Crackerjacks
- Snack Mix

## *Beverages*

- 100% Columbian Coffee and Decaf •
- Specialty Teas •
- Hot Chocolate •
- Lemonade •
- Fruit Punch •
- Fruit Juices •
- Bottled Water •
- Assorted Soft Drinks •
- Iced Tea •
- Red Bull •

# Breakfast

## Plated

Served with orange juice, coffee and muffins

### Breakfast Burrito

Italian sausage sautéed with peppers, onions, and eggs then finished with cheddar cheese and wrapped in a flour tortilla. Served with potatoes o'brien

### Plaza Croissant

Sliced ham and eggs topped with cheddar cheese and served atop a buttery croissant with potatoes o'brien

### Rushmore Classic

Scrambled eggs with cheese, choice of bacon or sausage, potatoes o'brien, and a broiled tomato

### Hungry Mans Breakfast

Biscuit with gravy, scrambled eggs with cheese, sausage, and potatoes o'brien

## Buffet

Served with orange juice and coffee

Add an omelet or waffle station with all the fixings to any of the following for \$4.95 / per person (minimum 30 people)

### Sunrise Buffet

Freshly sliced fruit, assorted breakfast pastries and muffins, scrambled eggs with cheese, crispy bacon and country sausage, potatoes o'brien

### Executive Buffet

Freshly sliced fruit, assorted breakfast pastries and muffins, oatmeal with raisins and brown sugar, scrambled eggs with cheese, crispy bacon and country sausage, potatoes o'brien, cinnamon swirl french toast with warm maple syrup

### Black Hills Breakfast

Freshly sliced fruit, assorted breakfast pastries and muffins, western style eggs with peppers, onions, mushrooms, and cheddar cheese, corn beef hash, crispy bacon, potatoes o'brien and biscuits and gravy

Includes rolls and butter, chef's choice of dessert, iced tea, and coffee service

## Chicken Caesar Salad

Crispy Romaine leaves, grilled chicken breast, shredded parmesan cheese, tomato wedges, homemade croutons, lemon wedge, and classic Caesar dressing.

## Asian Shrimp Salad

Fresh spring lettuce mix, mandarin oranges, water chestnuts, peppers, onions, sesame vinaigrette, and topped with smoked garlic chili shrimp.

## Thai Chicken Salad

Marinated crispy chicken strips tossed with sugar snap peas, peppers, onions, carrots, water chestnuts, cabbage, and a spicy plum sauce then laid on a bed of fresh greens.

## Strawberry Spinach Salad

Fresh spinach leaves, sliced strawberries, candied walnuts, feta cheese, and served with a raspberry vinaigrette.

All sandwiches served with fresh fried potato chips, pasta salad, and a pickle spear

## Open-faced Prime Rib Philly

Sliced prime rib, sautéed peppers, onions, and mushrooms, pepper jack cheese, served on herb grilled garlic toast.

## Blackened Chicken Caesar Wrap

Blackened chicken breast, crispy Romaine lettuce, shredded parmesan cheese, fresh diced tomatoes, and creamy Caesar dressing all rolled up in a tomato wrap.

## Ratatouille Wrap

Zucchini, squash, eggplant, peppers, and onions tossed in herb oil and grilled to perfection, then combined with tomatoes, fresh greens, feta cheese, and balsamic vinaigrette and rolled up in a garlic herb wrap.

## Pesto Turkey Ciabatta

Ciabatta bun spread with a pesto mayo and lightly grilled, then piled with sliced turkey, provolone cheese, lettuce, and tomatoes.

## Hot Turkey and Smoked Gouda Focaccia

Pesto grilled focaccia bun stacked with sliced turkey, caramelized onions, sliced tomatoes, and smoked gouda.

## Roast Beef on Marble Rye

Marble rye bread spread with our own caramelized onion marmalade and piled with roast beef, cheddar cheese, lettuce, and tomatoes.

## Upscale Deli Sandwich

Corn dusted kaiser bun stacked with roast beef, turkey, ham, provolone cheese, lettuce, sliced tomatoes, and alfalfa sprouts- mustard and mayo is served on the side.

Includes salad, rolls and butter, chef's choice of dessert, iced tea, and coffee service

## London Broil

Braised beef topped with a wild mushroom demi-glaze and served with garlic mashed potatoes and seasonal vegetables

## Dijon Parmesan Encrusted Chicken

Parmesan encrusted chicken breast with a cracked mustard cream sauce, served with a calico wild rice blend and seasonal vegetables

## Tenderloin Tips Marsala

Tenderloin tips marinated in marsala wine and finished with a mushroom and onion sauce, then placed over a bed of egg noodles

## Herb Crusted Chicken

Chicken breast topped with an herb crust and served over a savory risotto accompanied by seasonal vegetables

## Grilled Salmon

Salmon tossed in fresh herbs and delicately grilled, served atop lemon risotto with a tomato caper relish accompanied by seasonal vegetables

## Honey Cured Pork Loin

Slow roasted pork loin with a cracked mustard cream sauce, served with a calico wild rice blend and seasonal vegetables

## Chicken Parmesan

Chicken breast in a parmesan crust served over capellini pasta and topped with marinara sauce and mozzarella cheese

## Lasagna

Traditional meat lasagna served with garlic toast and seasonal vegetables

# Lunch Buffets

Mixed garden greens with cheese, croutons and chef's dressings, pasta salad, potato salad, chef's selection of seasonal vegetables and starch, dessert display, iced tea, coffee service and choice of two of the following entrees.

(Minimum 40 people)

## Dijon Parmesan Encrusted Chicken

Parmesan crusted chicken breast with a cracked mustard cream sauce

## Beef Tips Marsala

Beef tips marinated in marsala wine and finished with a mushroom and onion sauce, then served atop a bed of egg noodles

## London Broil

Braised beef topped with a wild mushroom demi-glaze

## Grilled Salmon

Salmon tossed in fresh herbs and delicately grilled then topped with a tomato caper relish

## Herb Crusted Walleye

Walleye fillet topped with an herb crust and served atop a lemon caper cream sauce

## Herb Grilled Chicken

Chicken breast tossed in fresh herbs and lightly grilled, served with a roasted garlic cream sauce

## Honey Cured Pork Loin

Slow roasted pork loin with a cracked mustard cream sauce

## Roast Beef Haystacks

Slow roasted top round of beef with hunter sauce

Includes iced tea and coffee service  
(Minimum 40 people)

## Southwestern Buffet

Mixed garden greens with a jalapeno ranch, poblano beef fajitas, chipotle lime chicken fajitas, with lettuce, tomatoes, sour cream, guacamole, refried beans, fiesta Spanish rice, fresh fried tortilla chips with fire roasted salsa, black bean salsa and sopapillas with honey

## All American Buffet

Mixed garden greens with cheese, croutons and chef's dressings, pasta salad, potato salad and honey stung fried chicken, slow roasted beef stacks with wild mushroom demi, homemade mashed potatoes with gravy, sweet kernal corn, baked beans, and apple cobbler with whipped cream

## Western Buffet

Mixed garden greens with cheese, croutons, and chefs dressings, pasta salad, potato salad, barbeque chicken, grilled london broil with a wild mushroom demi, ranch style beans, corn on the cob with butter, garlic mashed potatoes with gravy, cornbread with honey and butter and assorted cakes

## Deli Buffet

Mixed garden greens with cheese, croutons, and chef's dressings, pasta salad, potato salad, fruit salad, deli meats of turkey, ham, roast beef, and salami, assorted breads, American, Swiss, and Cheddar cheeses, leaf lettuce, sliced tomatoes, onions, pickle spears and dessert display

## Italian Buffet

Greek penne pasta salad, red bliss potato salad, Caesar salad, assorted meat, cheese, and vegetable pizzas, tortellini primavera, lasagna with garlic bread and assorted cheesecakes

## Asian Buffet

Mixed garden greens with mandarin oranges, onions, water chestnuts, and sesame vinaigrette, beef and broccoli stir-fry, thai chicken stir-fry, fried rice, egg rolls, fried wontons with sweet and sour sauce and fortune cookies

# Dinner Buffet Entrees

Mixed garden greens with cheese, croutons, and chef's dressings, choice of two salads below, chef's selection of seasonal vegetables and starch, dessert display, coffee service and choice of two or three of the following entrees:

Salad Choices: Italian Tortellini, Caesar, Thai Chicken, Cavatappi, Sweet Bacon Dressed Potato  
(Minimum 40 people)

## Caramel Chicken Pecan

Sautéed chicken breast finished with a delicate caramel sauce and toasted pecans

## Apple Smoked Salmon

Salmon fillet slowly smoked with apple wood and finished with a cider reduction

## Chicken Florentine

Sautéed chicken breast finished with a spinach cream sauce

## Dijon Parmesan Chicken

Parmesan crusted chicken breast with a cracked mustard cream sauce

## Herb Roasted Chicken

Chicken tossed in fresh herbs and roasted to perfection served with roasted chicken aujus

## London Broil

Braised beef topped with a wild mushroom demi-glaze

## Pesto Crusted Chicken

Chicken breast topped with a pesto crust, served over a sundried tomato cream sauce

## Dried Fruit Stuffed Pork Loin

Pork loin stuffed with cherries, apricots, cranberries, and mangos, then slow roasted and served with a cherry demi-glaze

## Pecan Crusted Walleye

Fresh walleye topped with a pecan crust over a lemon caper cream sauce

## Chef Carved Dinner Buffet Enhancements

Add any of the  
below options for the  
additional fee of:

Prime Rib \$7.95

Roasted Turkey \$5.95

Honey Glazed Pit Ham \$5.95

Minimum 40 people  
\$100 Chef Carving Fee

Includes salad, rolls and butter, chef's choice of dessert, and coffee service

## Apple Sage Stuffed Pork Loin

Pork loin stuffed with an apple sage dressing, then slow roasted and finished with a cider reduction and served with roasted yams and apples

## Honey Cured Pork Loin

Slow roasted pork loin with a cracked mustard cream sauce, served with a calico wild rice blend and seasonal vegetables

## Lemon Pepper Flat Iron

Flat iron steak grilled with lemon pepper and finished with cheddar mashed potatoes and haystack onions, served with seasonal vegetables

## Grilled Salmon

Salmon tossed in fresh herbs and delicately grilled, served atop lemon risotto with a tomato caper relish served with seasonal vegetables

## Beef Wellington

Fillet of beef topped with duxelle and wrapped in a golden pastry, finished with a savory mushroom sauce and seasonal vegetables

## Buffalo Wellington

A tender buffalo fillet topped with duxelle and wrapped in a golden pastry, finished with a savory mushroom sauce and seasonal vegetables

## Pecan Crusted Walleye

Fresh walleye fillet topped with a pecan crust and laid on a bed of wild rice pilaf, then finished with a lemon caper cream sauce and seasonal vegetables

## Pesto Crusted Chicken

Tender chicken breast topped with a fresh pesto crust and served atop a savory risotto, served with seasonal vegetables

## Prime Rib

Marinated and seasoned with our own blend of ingredients then slowly roasted to perfection and served with roasted baby red potatoes and seasonal vegetables

## Trio of Beef Tournedos

An assortment of flavors with three fillets of beef each with a different sauce, green peppercorn demi-glaze, cracked mustard cream and tomato basil relish, then finished with boursin scalloped potatoes, sautéed spinach and baby carrots

## Caramel Pecan Chicken

Sautéed chicken breast set atop an almond pearl couscous and finished with a delicate caramel sauce, toasted pecans and baby top on carrots.

## Pesto Chicken Roulade

A moist chicken breast wrapped around pesto mousse and set atop a champagne chive cream sauce, served with boursin scalloped potatoes and seasonal vegetables

## Herb Roasted Chicken

(barbeque option also available) Half chicken tossed in fresh herbs then roasted to perfection and served with cheddar mashed potatoes and seasonal vegetables

# Dinner Entrees

## Entree Combinations

Includes salad, rolls and butter, chef's choice of starch and seasonal vegetables, chef's choice of dessert, and coffee service.

Bacon Wrapped Fillet of Beef with a green peppercorn demi-glaze accompanied by one of the following

### Pesto Chicken Roulade

A moist chicken breast wrapped around a pesto mousse and set atop a champagne chive cream sauce

### Grilled Salmon

Salmon tossed in fresh herbs and delicately grilled, then finished with a tomato caper relish

### Asiago Crusted Shrimp

Jumbo shrimp topped with an asiago crust then broiled to perfection and finished with a lemon caper cream sauce

## Vegetarian Entrees

Includes salad, rolls and butter, and seasonal vegetables, chef's choice of dessert and coffee service.

### Pesto Cavatappi

Fresh grilled vegetables tossed with our homemade pesto, pine nuts, and cavatappi pasta, then set atop a balsamic tomato jus

### Stuffed Bell Peppers

Fiesta rice stuffed bell peppers set atop a fire roasted salsa

### Portabella Mushroom Ravioli

Ravioli stuffed with portabella mushrooms and served with a sundried tomato cream sauce

### Vegetable Lasagna

Lasagna noodles layered with cheese and vegetables and served with fresh broccolini and asiago garlic bread  
(Minimum 12)

# *Dinner Salads and Desserts*

## *Dinner Salads*

### House Salad

Mixed greens, cucumber, cherry tomato, and croutons served with house ranch and french dressings

### Wedge

Wedge of iceberg lettuce, tomato wedges, sliced cucumber, carrots, and croutons served with house ranch and french dressings

### Caesar

Crisp Romaine, parmesan, cherry tomatoes, lemon wedge, croutons and creamy Caesar dressing

### Greek

Crisp Romaine, red onion, kalamata olives, cherry tomatoes, feta cheese, croutons and champagne vinaigrette

### Strawberry Spinach

Fresh spinach, sliced strawberries, candied walnuts, feta cheese and raspberry vinaigrette

### Roasted Tomato

(add \$1.50) Italian roasted tomato wedges, caramelized onions and mushrooms, parmesan crisp and balsamic vinaigrette

### Caprese

(add \$1.50) Tomatoes and fresh mozzarella tossed in pesto and placed atop fresh spring greens with a balsamic vinaigrette and Italian croutons

## *Desserts*

Red Velvet Cake

Carrot Cake

Chocolate Fudge Cake

NY Cheesecake With Assorted Toppings

Raspberry Swirl Cheesecake

Crème Brule – add \$1.50

# Hors d'oeuvres

Hors d'oeuvres priced per 50 pieces

## Hot Hors d'oeuvres

Hot Buffalo Wings  
Asian Spiced Wings  
Bacon Wrapped Shrimp with a caper cream cheese  
Chicken Strips with honey mustard  
Barbeque Meatballs  
Spinach and Artichoke Dip with pita bread  
Chicken Satays with an Indonesian peanut sauce  
Crab Rangoon with sweet and sour sauce  
Mini Quesadillas with a fire roasted salsa  
Southwestern Egg Rolls  
Mini Beef Wellingtons  
Crab Stuffed Mushrooms  
Wild Rice Walleye Cakes with a tarragon Remoulade  
Crab Cakes with a chipotle lime aioli  
Spring Rolls with sweet and sour sauce

## Cold Hors d'oeuvres

Cucumber Smoked Salmon Canapé  
Pesto Tomatoes  
Asparagus Wrapped in Roast Beef and Boursin cheese  
Deviled Eggs  
Jumbo Shrimp Cocktail  
Petite Sandwiches  
Turkey Pinwheels  
Pesto Chicken Polenta Cakes  
Sundried Tomato and Artichoke Croustade

# Hot Hors d'oeuvre Packages

Price based on 1 1/2 hours hors d'oeuvres service- 50 person minimum

## Hors d'oeuvres Package 1

Fruit Display- an assortment of freshly sliced seasonal fruit, served with chantilly cream

Vegetable Crudit  - abundant amount of fresh vegetables with ranch and onion dips

Cheese and Cracker Display- an assortment of domestic cheeses and crackers

Hot Buffalo Wings

Barbeque Meatballs

Chicken Strips w/ honey mustard

Spring Rolls w/ sweet and sour sauce

## Hors d'oeuvres Package 2

Fruit and Cheese Display- an abundant display of freshly sliced seasonal fruit and assorted cheeses

Vegetable Crudit  - abundant amount of fresh vegetables with ranch and onion dips

Jumbo Shrimp Cocktail

Assorted Petite Sandwiches

Spinach and Artichoke Dip w/ Pita Bread

Wild Rice Walleye Cakes w/ tarragon remoulade

Crab Rangoon w/ sweet and sour sauce

Mini Beef Wellingtons

Asian Spiced Chicken Wings

# Displays and Carving Stations

## Displays

Serves approximately 50 people

**Centerpiece Smoked Salmon**  
with appropriate condiments

**Vegetable Crudité**

abundant amount of fresh vegetables with ranch and onion dips

**Baked Brie en croute**

brie wrapped in puff pastry with toasted pecans, brown sugar and garnished with fresh fruit

**Fruit and Cheese Display**

an abundant display of freshly sliced seasonal fruit and assorted cheeses

**Fruit Display**

an abundant display of freshly sliced seasonal fruit, served with chantilly cream

**Cheese and Cracker Display**

an assortment of domestic cheeses and crackers

**Antipasto**

an assortment of Italian cured meats, olives and peppers

**Chocolate Fountain**

100% Belgian dark chocolate

Dipping Items: rice crispy bites, cream puffs, fluffy marshmallows, graham crackers, pretzels and fresh sweet strawberries

## Carving Stations

All items served with appropriate condiments and buns, \$100.00 Chef Carving Fee

Steamship Round of Beef- serves approximately 150 guests

Roasted Turkey Breast- serves approximately 40 guests

Honey Glazed Pit Ham- serves approximately 50 guests

Grilled Tenderloin of Beef- serves approximately 25 guests

We Proudly Offer the Wines of:

**SYCAMORE  
LANE**



Chardonnay ~ White Zinfandel ~ Merlot ~ Cabernet Sauvignon

*Fine White Wines*

**Snoqualmie Sauvignon Blanc - Wa**

Bold and bright aromas fill the nose followed by a rich mouth feel of citrus and melon.

**Cavit Pinot Grigio- Italy**

Bright straw gold in color with delicate and pleasing floral and fruit bouquet. Dry, light crisp.

**Chateau Ste. Michelle Riesling- Wa**

Light and refreshing with flavors of bright passion fruit, sweet lime character and subtle mineral notes.

**Pepperwood Grove Chardonnay - Ca**

Tropical pineapple guava and passion fruit aromas accented by fruit flavors of tangerine, peach and honey suckle.

**Smoking Loon Chardonnay - Ca**

Aromas of sweet spring flowers, green tea and a touch of fresh pineapple finishing with nectarine and light oak.

# *House Wine Selections*

## *Fine Red Wines*

### Bogle Merlot - Ca

Fresh red fruit and soft garden herbs with hints of ripe tobacco and spicy oak that lend depth to the finish.

### Hob Nob Pinot Noir- France

An elegant and silky Pinot Noir with an inviting bouquet of violets.

### Hogue Cellars Cabernet Sauvignon- Wa

Full and fruity wine with intense aromas of black cherry, anise and vanilla, flavors of dark fruit, caramel and cocoa.

### Folie a Deux "Menage a Trois" Red - Ca

A spicy blend of Zinfandel, Merlot, and Cabernet. Ripe fruits, lush and smooth, with peppery notes.

### Jacobs Creek Reserve Shiraz - Australia

Dominant black fruit on the nose with a solid, quiet plush palate of chewy blackberry, cedar, black pepper and spice.

## *Sparkling Wines*

Domaine Ste. Michelle Frizzante - Wa

Cooks Brut - Ca

M&R Asti Spumante - France

Mumm Cordon Rouge - France

Dom Perignon - France (limited Availability)

## *Reserve Selection Wines*

Caymus Conundrum - Napa Valley, Ca

Cakebread Chardonnay - Napa Valley, Ca

Kenwood Jack London Zinfandel - Sonoma, Ca

Heitz Cellars Caberent Sauvignon - Napa Valley, Ca

# Premium Beverage Service

We Offer Only Premium Beverage Choices to Suite Your Function Including:

Vodka Absolute		Bourbon Jim Beam	
Rum Bacardi		Gin Bombay Sapphire	
Scotch Glenlivet		Tequila 1800 Repesado	
Blend Pendelton		Brandy Christian Brothers	

Beer
Amstel Light, Budweiser, Bud Light, Heineken, Miller Light, Miller Genuine Draft, Sam Adams, O'Doul's

## Cordials & Cognacs

Jagermeister, Baileys, Kahlua  
Grand Marnier, Chambord, Midori  
Curvoisier VS, B&B, Drambuie  
DiSaronno, Frangelico

A \$300 Minimum applies to cash and host bars

## Host Bar

A complete beverage service, with attractive portable bars and garnishes are offered.

## Cash Bar

Cash bar prices are inclusive of sales tax.

Please ask your Catering Coordinator about a combination host/cash bar.

## Drink Tickets

Please ask your catering coordinator about our drink tickets

# *General Information*

## To Our Customers & Guests

We are eager to help you, both in the planning and serving of your function. Should the menu selections presented here not fulfill your requirements, please let us know as we welcome the challenge to custom tailor menus to your specific need. Thank you for choosing our hotel and the food and beverage team.

### Food & Beverage

All food items served on the hotel premise must be supplied and prepared by the hotels culinary team. All alcoholic beverages to be served on the hotels premises (or elsewhere under the hotels alcoholic license) for the function must be dispensed only by hotel servers and bartenders. Alcoholic beverage service may be denied to those who appear to be intoxicated or are under age.

### Billing & Deposits

We welcome new accounts, and require that credit be established with our accounting office thirty days prior to that arrival date if you requiring billing privileges. Credit can only be established for functions over \$1,000.00. Approved billings are payable within 30 days of receipt of statement. In the event billing arrangements are not made, full payment is due three working days prior to the event or guaranteed with a major credit card. Advance deposits, when required, are non-refundable 60 days prior to the event (unless otherwise stated on the proposal).

### Engineering, Electric & Audio Visual

Special engineering requirements must be specified to our Catering Department at least three weeks prior to the function. Charges will be based on labor involved and power drain. A wide selection of audio visual equipment and services are available in-house on a rental basis. Orders may be placed through the Catering Department. Outside audio visual equipment is not permitted without approval from the hotel in writing. The hotel will charge \$25.00 per hour AV fee for setting up outside equipment.

### Guarantee Agreement

We require a confirmation of guaranteed attendance at least 72 business hours in advance of all functions. Your bill will be based on the guaranteed number, plus charges over and above. Meals will be prepared for your guaranteed figure. Our Banquet Kitchen will make every effort to duplicate your menu for the additional guests, in the event this cannot be done, a substitute entree will be provided. In the event we do not receive a guarantee, we will consider the number of guests indicated, as estimated on the catering contract, as the guarantee.

# *General Information*

## Insurance & Indemnification

Guests shall indemnify and hold Hotel and its affiliates harmless from any and all claims, suits, losses, damages and expenses on account of injury to any party in connection with the function or resulting from damage or destruction of any hotel property by guest or any attendee of the function on the hotel's premises.

### Liability

The hotel reserves the right to inspect and control all private functions. Liability for damages to the premises will be charged accordingly. The hotel cannot assume responsibility for personal property and equipment brought onto the premises.

### Parking

The hotel is not responsible for loss or damage to the automobiles or their contents while parked on hotel property.

### Room & Set-Up Fee

Function rooms are assigned accordingly to the anticipated guaranteed number of guests. If there are fluctuations in the number of attendees, the hotel reserves the right to assign accordingly the banquet function room. The hotels reserve the right to charge an additional fee for set up changes made the day of the function.

### Service Charge & Tax

All food and beverage functions are subject to applicable service charges and tax as specified on the contract. All food and beverage functions require a minimum number of attendees. Any function not meeting the minimum requirement is subject to a surcharge. Service fees for bartenders, food station attendants, cashiers and other additional service staff are applicable. All food or beverage functions under twenty persons are subject to a fifty dollar surcharge. This is in addition to the customary service charge and sales tax.

### Shipping & Receiving

All incoming packages should be addressed to your catering and convention services manager and marked with the company's name and date of your meeting. There is a \$2.50 charge per box for each box received at the hotel/ convention center. Because there is limited storage space, boxes can be accepted no more than three working days prior to your meeting. A storage fee of \$5.00 per day, per box will be applied to any materials shipped earlier than three days prior to the event. Boxes left on premises for longer than one week after departure without shipping instructions will be discarded. Any item over 250 pounds must be delivered to a drayage company, your catering manager can assist you with these arrangements.

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