

## Catering Policies & Procedures

1. \_\_\_\_\_ A guarantee of attendance is required for all groups 48 business hours before the day of the event. The number on the contract will be used as the guarantee if the Sales & Catering Office does not receive the information by the required time. Guarantees are NOT subject to reduction and are a minimum on which charges will be based. Charges on the guaranteed number attending will also be incurred if a cancellation occurs within 48 hours of the event start date.
2. Please note that the hotel makes arrangements for only 5% in excess of the minimum number guaranteed. Should more than the additional 5% in guests attend, the hotel has the option to provide an alternative meal but would not be able to ensure consistency in the quality and quantity of food and quality of service in the absence of adequate notice.
3. All Banquet checks must be signed by the person in charge or a designated representative at the completion of each function. Any discrepancies in counts or charges should be identified and resolved at that time.
4. All catering functions are subject to 20% service charges (gratuity) and applicable state and local sales taxes.
5. A deposit is required for all catering functions unless prior credit/payment arrangements have been established with the Hotel.
6. If a function must be cancelled and notification is received less than 30 days prior to the scheduled function, 50% of room rental will apply as cancellation fee. A \$500.00 non-refundable deposit, along with a signed contract is required for a wedding, quinceanera, Christmas party or other major event.
7. \_\_\_\_\_ Payment in full is required 10 days in advance for all catering functions unless prior credit arrangements have been established with the Hotel. The Hotel accepts major credit cards or direct billing (upon approval) for payment. If you elect to pay by major credit card, you authorize the Hotel to bill the credit card for applicable charges in accordance with the Hotel policies within 72 hours of your event.
8. If a change from the original room set-up is requested on the day of the function, a \$50.00 - \$100.00 labor charge will be added to the banquet check, depending on the room booked. Should the guarantee increase and additional space be needed, the labor charge plus the additional room rental, if applicable, will be applied if the additional space is available.
9. \_\_\_\_\_ Final menu selections should be submitted two weeks prior to the function to ensure the availability of the desired menu items. Menu changes will not be permitted after this date.
10. \_\_\_\_\_ No outside food or beverage of any kind (with the exception of specialty cakes) is allowed into any banquet room without prior, written approval of the general manager. Any leftover food from the event may not be removed from the hotel premises.
11. \_\_\_\_\_ All food & beverage will have a 30 minute window of time adjustment before and after the designated time for service. This is to ensure that the event continues as scheduled and that the quality of the food and food safety measures are preserved. All Buffets will have a time period of 1.5 hours and then will be removed.

*All prices are subject to an additional 20% Service Charge and 8.25% sales tax.*

12. Guests having a function will be admitted to the banquet room and expected to depart at the times stated on the Banquet Event Order. Should guests need access to the room earlier or later than specified on the Banquet Event Order, additional labor charges may apply. This arrangement can be made in advance and only if the room is available.
13. The Hotel may request that the customer may obtain and pay for bonded security personnel when valuable merchandise or exhibits are displayed or held overnight in the Hotel.
14. The customer is responsible for arrangements and expenses of shipping materials, merchandise, exhibits, or any other items to and from the Hotel. The Hotel must be notified in advance of shipping arrangements to ensure proper acceptance of these items upon arrival at the Hotel.
15. The Hotel does not assume any responsibility for and is not liable for any damages to or losses of any merchandise, samples, equipment or any goods or personal property exhibited, displayed or left in the Hotel prior to or following the function.
16. In the event that any damages to the hotel occur as a result of your function, the customer is responsible and shall reimburse the Hotel for any damage, loss or liability incurred by the Hotel by any of the customers' guests or any persons or organizations contracted by the customer to provide any service before, during and after the function.
17. The Hotel reserves the right to move functions to other meeting/banquet rooms other than those appearing on the catering contract without prior notification. This includes the event of a minimum guarantee dropping dramatically.
18. The use of nails, pins, staples, etc. are not permitted to be used on or in the walls, ceilings or lights of the banquet rooms. Any items to be put on any meeting room or lobby walls or any directional signs must be approved by the Hotel.
19. All prices are subject to change with notification.
20. Audio visual equipment and services can be made through the Catering Department. Cancellation of any audio visual equipment must be done 24 hours prior to the event to avoid charges. No allowances will be made for equipment that is ordered but not used. A delivery fee may be applied if equipment is ordered within 24 hours of function.
21. The client must inform the hotel about the electricity load requirement for any large equipment at least 7 days in advance, so any necessary arrangements can be made. Any additional charges incurred by the hotel for these arrangement, such as generators rental will be passed to the client on the final bill.
22. The Hotel shall not be liable for non-performance of this contract when such non-performance is attributed to labor troubles, disputes, or strikes, accidents, Government (Federal, State and Municipal) regulations of, or restrictions upon travel, or transportation, non-availability of food, beverage or supplies, riots, national emergencies, acts of God and other causes whether enumerated herein or not, which are beyond the reasonable control of the Hotel, preventing or interfering with the Hotel's performance. In such event, the Hotel shall not be liable to the customer for any damages, whether actual or consequential which may result from such non-performance.

*All prices are subject to an additional 20% Service Charge and 8.25% sales tax.*

23. Notwithstanding any other provision of this agreement, HD Investors LLC shall be relieved from all requirements hereof, and this agreement shall terminate if HD Investors LLC has given at least 60 days' notice of the transfer of its interest in the Hotel and termination of this agreement. In the event of any such termination, HD Investors LLC shall return all advanced payments or deposits whereupon the parties shall have HD Investors LLC no further obligations to each other, provided that if the Hotel shall be continued in operation as a hotel after such transfer by HD Investors LLC., then HD Investors LLC., may assign all of its rights and obligations under this agreement to the new owner who shall then be solely responsible for performance hereunder, the HD Investors LLC., shall be relieved of all obligations and responsibilities under this agreement upon transfers of all advanced payments and deposits received by HD Investors LLC, to the new owner.

\_\_\_\_\_  
**PRINTED NAME (Client)**

\_\_\_\_\_  
**SIGNATURE (Client)**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PRINTED NAME (Hotel Rep)**

\_\_\_\_\_  
**SIGNATURE (Hotel Rep)**

\_\_\_\_\_  
**DATE**

*All prices are subject to an additional 20% Service Charge and 8.25% sales tax.*

## BREAKFAST

*All breakfast buffets come with Assorted Juices & Freshly Brewed Coffee.  
Minimum guarantee of 20 people or a \$25.00 buffet charge will be applied.*

### Deluxe Continental Breakfast

Seasonal Sliced Fresh Fruit  
Assorted Muffins & Danishes  
Bagels with Cream Cheese  
Assorted Yogurt Cups  
**\$10.95 per person**

### All American Buffet

Seasonal Sliced Fresh Fruit  
Croissants with Assorted Jelly  
Breakfast Potatoes  
Fluffy Scrambled Eggs  
Smoked Bacon  
**\$12.95 per person**

### Old El Paso Breakfast Buffet

House Made Chips & Salsa  
Refried Beans  
Flour Tortillas  
Breakfast Potatoes  
Scrambled Eggs with Chorizo  
Smoked Bacon  
**\$12.95 per person**

### Country Breakfast Buffet

Fresh Sliced Watermelon  
Biscuits & Gravy  
Assorted Jelly  
Breakfast Potatoes  
Fluffy Scrambled Eggs  
Smoked Bacon  
Sausage  
**\$13.95 per person**

*All prices are subject to an additional 20% Service Charge and 8.25% sales tax.*

## A LA CARTE BREAK ITEMS

Assorted Muffins & Danish

**\$21.00 dozen**

Seasonal Sliced Fresh Fruit Tray

**\$50.00 (25 people)**

Fresh Baked Cookies

**\$18.00 dozen**

Chocolate Fudge Brownies

**\$24.00 dozen**

House Made Chips & Salsa

**\$15.00 Quart**

Seasonal Vegetable Croidte

**\$50.00 (25 people)**

## SPECIALTY BREAKS

*Minimum guarantee of 20 people.*

*Beverages are not included in break packages. Order A la Carte.*

Southwestern Break

House Made Tortilla Chips  
House Made Salsa & Guacamole  
Chile Con Queso  
**\$5.50 per person**

Sweet Tooth Break

Fresh Baked Cookies  
Chocolate Fudge Brownies  
Cheesecake Bites  
**\$8.50 per person**

Granola Bar Break

Build your own granola mix with an assortment of sweet & salty snacks.  
Selection varies but may include seasonal nuts & dried fruits, chocolate or peanut butter morsels, seeds,  
pretzel pieces  
**\$6.95 per person**

*All prices are subject to an additional 20% Service Charge and 8.25% sales tax.*

Build Your Own Parfait Break

Vanilla & Strawberry Yogurt  
Wholesome Granola  
Assorted Berries & Dried Fruits  
**\$5.50 per person**

Lite & Healthy Break

Assorted Whole Seasonal Fruit  
Granola Bars  
**\$4.00 per person**

**BEVERAGES**

*All beverages can be ordered as an exact order or based on consumption.*

Fresh Brewed Coffee & Assorted Hot Teas

*Regular & Decaffeinated*  
**\$30.00 per gallon**

Assorted Juices

*Orange, Apple, Cranberry*  
**\$14.00 per carafe**

Iced Tea

**\$25.00 per gallon**

Assorted Canned Soda & Bottled Water

*Coke, Diet Coke, Sprite, Dr. Pepper*  
**\$2.00 each**

*All prices are subject to an additional 20% Service Charge and 8.25% sales tax.*

## PLATED LUNCHES

*All plated lunches come with Fresh Brewed Iced Tea & Freshly Brewed Coffee.*

### Southwestern Grilled Chicken

Jalapeno and Cilantro Marinated Chicken Breast accompanied by Black Bean & Corn Relish and Green Chile Mashed Potatoes. Served with a Side Garden Salad.

**\$15.95 per person**

### Jalapeno Fettuccine Pesto Pasta

Fettuccine Pasta with Jalapeno Pesto and a Parmesan Twill. Topped with Grilled Chicken Breast. Served with Garlic Bread and a Side Garden Salad.

**\$16.95 per person**

### Steak and Peppers

Marinated Skirt Steak accompanied by Grilled Onions & Bell Peppers, House Potatoes, Grilled Potatoes and our Bourbon BBQ Sauce. Served with a Side Garden Salad.

**\$17.95 per person**

### Soy Glazed Salmon

6oz. Pan Seared Salmon, finished with a Soy Glaze. Accompanied by Lemon Risotto and Grilled Asparagus with a Parmesan Cream Sauce. Served with a Side Garden Salad.

**\$20.95 per person**

## LITE LUNCHES

*All lite lunches are plated or can be served as a Boxed Lunch and come with Fresh Brewed Iced Tea.*

### Cranberry Apple Walnut Salad

Mixed Greens, Dried Cranberries, Sliced Granny Smith Apples, Candied Walnuts all tossed with Poppy Seed Dressing.

**\$12.50 per person**

### Pecan Chicken Salad Sandwich

Pecan Chicken Salad, served on a Croissant with House Made Pub Chips and a Chocolate Chip Cookie.

**\$12.95 per person**

### Country Stack Sandwich

Sliced Turkey Breast, Black Forest Ham, Crispy Bacon, Mayonnaise and Honey Mustard piled high on Texas Toast. Served with House Made Pub Chips and a Pickle Spear.

**\$17.95 per person**

*All prices are subject to an additional 20% Service Charge and 8.25% sales tax.*

## SPECIALTY LUNCH BUFFETS

*All lunch buffets come with Fresh Brewed Iced Tea.*

*Minimum guarantee of 20 people or a \$25.00 buffet charge will be applied.*

### Build Your Own Burger Buffet

Grilled Ground Beef Patty  
Lettuce, Tomato, Red Onions, Pickles, Mayonnaise, Mustard, Ketchup  
Sliced Swiss & Cheddar Cheese  
House Made Pub Chips  
Chocolate Chip Cookies  
***\$15.95 per person***

### Country Deli Buffet

Macaroni Salad *or* Potato Salad  
Sliced Buttery Croissants  
Sliced Black Forest Ham & Turkey Breast  
Lettuce, Tomato, Red Onions, Pickle Spear, Mustard, Mayonnaise  
Sliced American & Cheddar Cheese  
House Made Pub Chips  
Chocolate Chip Cookies  
***\$16.95 per person***

### Southern Style BBQ Buffet

Watermelon Salad  
Fresh Baked Cornbread with Butter  
BBQ Baked Beans  
Creamy Macaroni & Cheese  
Sliced Smoked Sausage  
Grilled BBQ Chicken  
Chocolate Chip Cookies  
***\$17.95 per person***

***\*\*Upgrade any dessert to one of our A la Carte Desserts for an additional \$3.00 per person\*\****

*All prices are subject to an additional 20% Service Charge and 8.25% sales tax.*

## PLATED DINNERS

*All plated dinners come with Fresh Brewed Iced Tea & Freshly Brewed Coffee.*

### Chicken Fried Chicken

Crispy Fried Chicken Breast accompanied by Sweet Potato Succotash, Sautéed Green Beans and Green Chile Gravy. Served with a Side Garden Salad.

***\$16.95 per person***

### Sweet Chile Grilled Pork Chop

A Sweet Chile Glazed Pork Chop accompanied with Jalapeno Fried Rice and Jicama Apple Slaw. Served with a Side Garden Salad.

***\$17.95 per person***

### Grilled Skirt Steak

Marinated Skirt Steak accompanied by Poblano Rice, Grilled Squash and topped with Fire Roasted Pico de Gallo. Served with a Side Garden Salad.

***\$18.95 per person***

### Pan Seared Salmon

8 oz. Pan Seared Salmon accompanied by Lemon Risotto and Butter Braised Asparagus with a Dill Cream Sauce. Served with a Side Garden Salad.

***\$22.95 per person***

### Grilled New York Steak

10 oz. Grilled New York Steak (*cooked to medium*). Accompanied by Loaded Potato Critters and Creamed Spinach in a Shallot Merlot Reduction. Served with a Side Garden Salad.

***\$23.95 per person***

***\*\*Add any dessert from our A la Carte Desserts for an additional \$3.00 per person\*\****

*All prices are subject to an additional 20% Service Charge and 8.25% sales tax.*

## BUILD YOUR OWN DINNER BUFFET

*Dinner buffets come with Fresh Brewed Iced Tea, Fresh Brewed Coffee & Dinner Rolls.  
Minimum guarantee of 20 people or a \$25.00 buffet charge will be applied.*

### Standard Buffet

1 Salad  
1 Starch  
1 Vegetable  
1 Entrée  
**\$19.95 per person**

*\*Add and Additional Salad, Starch or Vegetable for \$1.00 per person.\**

*\*\*Add an additional Entrée for \$3.00 per person. \*\**

### Salad Selections

Mixed Green Salad  
Macaroni Salad

Caesar Salad  
Cranberry Apple Salad  
Tomato Asparagus Avocado Salad

Potato Salad  
Loaded Wedge Salad

### Starch Selections

Whipped Potatoes  
Fingerling Potatoes

Risotto  
Three Cheese Blend Grits  
Pasta

Fried Rice  
Roasted Red Potatoes

### Vegetable Selections

Sautéed Green Beans  
Grilled Asparagus

Grilled Squash  
Fried Brussel Sprouts

Roasted Cauliflower  
Glazed Carrots

### Entree Selections

Jalapeño Cilantro Lime Chicken  
Chicken Fried Chicken  
Southern BBQ Chicken

Tomato Basil Spaghetti  
Chicken Fried Steak  
Sliced Flank Steak & Peppers

Roasted Turkey Breast  
Green Chile Carnitas  
Chicken Parmesan

*\*\*Add any dessert from our A la Carte Desserts for an additional \$2.00 per person\*\**

***\*\*Looking for something different? Our Chef can create a custom menu to fit both your appetite and most budgets.\*\****

*All prices are subject to an additional 20% Service Charge and 8.25% sales tax.*

## DESSERT

*All desserts can be served plated or with your lunch or dinner buffet.*

Double Chocolate Cake

**\$4.95 per person**

Carrot Cake

**\$4.95 per person**

New York Style Cheesecake

**\$4.95 per person**

## RECEPTION & APPETIZER PACKAGES

*Minimum guarantee of 30 people.*

*Includes Iced Tea Station.*

*Choose any 3 appetizers.*

**\$6.95 per person**

**\*\*Add additional appetizers at \$2.00 per person\*\***

### Appetizer Selections

Jalapeño Poppers

Cheesecake Bites

Bruschetta

Cheese & Cracker Assortment

Southwest Chips & Salsa Platter

Prosciutto Wrapped Melon

Chicken Satay

Sausage Stuffed Mushrooms

Fresh Fruit with Honey Yogurt Dip

Cucumber Rounds Cream Cheese

Shrimp Cocktail

Vegetable Crudité

Italian Skewers

Quesadilla Bites

Black Bean Chorizo Dip

**\*\*Additional options available.\*\***

*All prices are subject to an additional 20% Service Charge and 8.25% sales tax.*

## BANQUET BAR SERVICES

*Must meet minimum sales of \$250.00 or a \$75.00 Bartender fee will be added.*

### Hosted Drink Prices

*Total bill is based on consumption unless a specific amount is given to host. Hosted bar charges will be applied to the Food & Beverage Minimum.*

|                     |               |                            |               |
|---------------------|---------------|----------------------------|---------------|
| Well Liquor         | <b>\$4.50</b> | Domestic Beer              | <b>\$3.50</b> |
| Call Liquor         | <b>\$5.50</b> | Imported Beer              | <b>\$4.50</b> |
| Premium Liquor      | <b>\$6.50</b> | House Wine                 | <b>\$5.50</b> |
| Specialty Cocktails | <b>\$7.50</b> | Soda, Juice, Bottled Water | <b>\$1.50</b> |

### Cash Drink Prices

*All guests are on their own for purchase of drinks. Cash bars will **NOT** be applied to the Food & Beverage Minimum.*

|                     |               |                            |               |
|---------------------|---------------|----------------------------|---------------|
| Well Liquor         | <b>\$5.00</b> | Domestic Beer              | <b>\$4.00</b> |
| Call Liquor         | <b>\$6.00</b> | Imported Beer              | <b>\$5.00</b> |
| Premium Liquor      | <b>\$7.00</b> | House Wine                 | <b>\$6.00</b> |
| Specialty Cocktails | <b>\$8.00</b> | Soda, Juice, Bottled Water | <b>\$2.00</b> |

#### Call Liquor

|             |             |
|-------------|-------------|
| Tito's      | Bombay      |
| Cuervo Gold | Jack Daniel |
| Seagram's 7 | Dewar's     |
| Bacardi     |             |

#### Premium Liquor

|                     |             |
|---------------------|-------------|
| Grey Goose          | Tanqueray   |
| Hornitos            | Crown Royal |
| Johnny Walker Black | Jameson     |

### Hosted Wine by the Bottle

*Charges are based on number of bottles opened for the event. Wine that has not been consumed is **NOT** allowed to leave the banquet room and cannot be taken off property. Hosted Wine charges will be applied to the Food & Beverage Minimum.*

#### Wine Selection

|                       |                |                     |                |
|-----------------------|----------------|---------------------|----------------|
| Dark Horse Chardonnay | <b>\$22.00</b> | Dark Horse Cabernet | <b>\$22.00</b> |
| Dark Horse Merlot     | <b>\$22.00</b> | Voga Moscasto       | <b>\$24.00</b> |
| Los Alamos Malbec     | <b>\$24.00</b> |                     |                |

### Hosted Keg Beer

*There is a one-time charge per keg regardless of how much is consumed. Beer that has not been consumed is **NOT** allowed to leave the banquet room and cannot be taken off property. Hosted Keg Beer charges will be applied to the Food & Beverage Minimum.*

**\*\*Domestic & Import Beers are available. Please ask for a selection, requests can be made. \*\***

|              |                 |            |                 |
|--------------|-----------------|------------|-----------------|
| Domestic Keg | <b>\$250.00</b> | Import Keg | <b>\$300.00</b> |
|--------------|-----------------|------------|-----------------|

*All prices are subject to an additional 20% Service Charge and 8.25% sales tax.*