



Holiday Inn
& Suites

CHARLESTON WEST

BANQUET & CATERING MENU



Turn to **Holiday Inn & Suites Charleston West** to create a memorable experience for your upcoming event! We can accommodate groups, meetings, and events of 10 to 250 guests for breakfast, lunch, dinner, or a reception in a variety of private and semi-private spaces.

We look forward to hosting you in South Charleston!

400 2nd Avenue SW Charleston, West Virginia, 25303
Sales (304) 414-0469

BREAKFAST BUFFET

A minimum of 15 guests is required for all breakfast buffets, under 15 guests a \$3 per person surcharge applies
Price is per person and subject to a 27% administrative fee and applicable sales tax
All buffets include Orange Juice, Coffee, Hot Tea, Ice Water

Continental | \$15.95

Fresh Seasonal Fruit | Assorted Individual Yogurts | Assorted Breakfast Pastries
Bagels served with Jellies, Cream Cheese & Butter

Sweet Breakfast Treat | \$16.95

Freshly Baked Chocolate Croissant | Fresh Fruit & Yogurt Parfait Bar | Hard Boiled Eggs

Sunrise | \$20.95

Fresh Cut, Seasonal Fruit | Scrambled Eggs | Pork Sausage | Seasoned Homestyle Potatoes
Biscuits & Sausage Gravy | Assorted Muffins

AM Happy | \$21.95

Fresh Seasonal Fruit | Cheese Omelet | Pork Sausage
Seasoned Homestyle Potatoes | Pancakes

PLATED BREAKFAST OPTIONS

Mosa's Favorite | \$21.95

Cheese Omelet | Pork Sausage | Seasoned Potatoes | Country Biscuit
Orange Juice, Coffee, Hot Tea, and Ice Water

Fiesta Breakfast | \$22.95

Breakfast Burrito – Flour Tortilla filled with Eggs, Bell Peppers, Onions,
Bacon or Sausage and Cheese served with Salsa and Sour Cream
Seasoned Homestyle Potatoes
Orange Juice, Coffee, Hot Tea, and Ice Water

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BREAKFAST ENHANCEMENTS

Priced per person



Individual Assorted Yogurt Cups	\$2
Yogurt Parfait Bar	\$4
Hard Boiled Eggs	\$4
Seasoned Homestyle Potatoes	\$4
Biscuits & Sausage Gravy	\$5
French Toast or Waffles (2 pcs)	\$4
Bacon (3 strips)	\$4
Granola Bar	\$2

AM & PM BREAK PACKAGES

Price is per person and subject to a 27% administrative fee and applicable sales tax
All buffets include Coffee, Iced Tea, Ice Water

Ballpark Favorites | \$12.95

Popcorn Bar | Soft Pretzels

Sweet Treats | \$13.95

Freshly Baked Cookies | Freshly Baked Brownies | Enhanced Coffee Service

Sugar & Spice | \$14.95

Churros | White Corn Tortilla Chips | Salsa | Housemade Queso Dip

Healthy & Fresh | \$16.95

Assorted Cheeses | Variety of Crackers | Vegetable Crudité with Dip
Fresh Cut, Seasonal Fruit

ENHANCEMENTS | BY THE DOZEN

Assorted Muffins	\$19.95	Freshly Baked Brownies	\$21.95
Assorted Scones	\$20.95	Assorted Bagels	\$21.95
Freshly Baked Cookies	\$19.95	Assorted Danishes	\$19.95

ALL DAY BEVERAGES | PER PERSON

Regular & Decaf Coffee	\$3.95
Add Unsweet Tea	\$5.95
Add Assorted Sodas & Unsweet Tea	\$7.95

BEVERAGES | BY THE GALLON

Regular & Decaf Coffee	\$25.95	Unsweet Ice Tea	\$25.95
Lemonade	\$25.95	Hot Tea	\$25.95

LUNCH BUFFETS

A minimum of 15 guests is required for all lunch buffets, under 15 guests a \$3 per person surcharge applies
Price is per person and subject to a 27% administrative fee and applicable sales tax

All buffets include Coffee, Iced Tea, Iced Water Station

Fresh Salad and Baked Potato Bar | \$21.95

Mixed Greens, Tomatoes, Cucumber, Carrots, Chopped Egg, Shredded Cheese,
Grilled Chicken, Diced Ham, Croutons with Assorted Salad Dressings,
Baked Potatoes with Sour Cream, Sliced Green Onions, Bacon Bits and Butter,
Rolls with Butter | Chef's Choice of Dessert

*Chef's Choice of Soup du Jour with Crackers is \$5 additional

Deli Buffet | \$22.95

House Salad with Assorted Dressings | Fresh Cut Seasonal Fruit
Sliced Ham, Turkey & Beef with Assorted Sliced Cheeses
Lettuce Leaves, Sliced Tomatoes, Sliced Red Onion, Pickle Spears
Sliced White Bread, Sliced Wheat Bread, Croissants and Potato Rolls
Housemade Pub Chips | Chef's Choice of Dessert

Life's a Picnic | \$22.95

Certified Choice Beef Patties | Nathans All Beef Hot Dogs
Assorted Buns | Assorted Cheese Slices | Fresh Cut Seasonal Fruit
Lettuce Leaves, Sliced Tomatoes, Sliced Red Onion, Diced Onions
Pickle Spears | WV Chili Sauce | Cole Slaw
Baked Beans | Homemade Pub Chips
Chef's Choice of Dessert



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LUNCH BUFFETS

A minimum of 15 guests is required for all lunch buffets, under 15 guests a \$3 per person surcharge applies
Price is per person and subject to a 27% administrative fee and applicable sales tax
All buffets include Coffee, Iced Tea, Ice Water

A Taste of Italy | \$23.95

House Salad with Assorted Dressings
Traditional Meat Lasagna | Penne Alfredo
Roasted Seasonal Vegetables
Garlic Bread | Chef's Choice of Dessert

Add Grilled Chicken to Pasta for an additional
\$4 per person



South of The Border | \$23.95

Soft Flour Tortillas & White Corn Tortilla Chips
Choose 2: Vegetable Fajitas | Chicken Fajitas | Seasoned Ground Beef Tacos | Beef Fajitas
Shredded Lettuce, Diced Tomatoes, Shredded Cheese, Sour Cream, Salsa
Refried Beans | Spanish Rice
Chef's Choice of Dessert

American Favorites | \$25.95

House Salad with Assorted Dressings
Braised Beef with Bordelaise Sauce | Barbecue Chicken Breast
Loaded Mashed Potatoes
Roasted Seasonal Vegetables
Rolls with Butter
Chef's Choice of Dessert

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PLATED LUNCH OPTIONS

Minimum of 10 people for plated options.
Price is per person and subject to a 27% administrative fee and applicable sales tax.
Coffee, Iced Tea, Ice Water Station

Salad Selections:

Served with Assorted Rolls & Chef's Choice of Dessert

Traditional Chef Salad | \$22.95

Mixed Greens topped with Julienne of Ham, Turkey, American & Swiss Cheeses
Hard Cooked Egg | Tomato | Cucumber | Served with Choice of Dressing

Classic Grilled Chicken Caesar Salad | \$20.95

Chopped Romaine Hearts tossed with Grilled Chicken Breast
Shredded Parmesan Cheese | Croutons | Classic Caesar Dressing

Chicken Cobb Salad | \$22.95

Mixed Greens topped with Grilled Chicken, Bacon, Hard Cooked Egg
Avocado, Shredded Cheese, Choice of Ranch, Italian, or Bleu Cheese Dressing

Custom Lunch Selections:

Served with House Salad, Chef's Choice of accompaniments, Assorted Rolls
Chef's Choice of Dessert

Chicken Florentine | \$22.95

Breast of Chicken in a Creamy Garlic & Herb Sauce with Spinach

Penne Alfredo | \$23.95

Penne Pasta served in a Creamy Sauce made from Cream,
White Wine, Garlic & Parmesan Cheese

**Add Blackened Chicken Breast | additional \$4.00 per person*

Boneless Pork Loin Chop with Apple BBQ Sauce | \$22.95

6 oz. Pork Loin Chop bathed in Golden Delicious Apple BBQ Sauce

Citrus Grilled Fillet of Salmon | \$26.95

Grilled Salmon Fillet finished with Citrus, White Wine, and Butter

Vegetable Stuffed Portobello Mushroom | \$19.95

Portobello Mushroom Cap stuffed with Grilled Vegetables
Served on a bed of Wheat Berries and White Bean with a Balsamic Glaze Drizzle

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BOXED LUNCH OPTIONS

A minimum of 10 and a maximum of 30 with a choice of 3 different options.
All Box Lunches include a sandwich/wrap/salad, freshly baked cookie, chips, and a can of soda.
Price is per person and subject to a 27% administrative fee and applicable sales tax

All Boxed Lunch Options | \$19.95

Ham OR Turkey & Cheddar

Deli Style Ham, Cheddar Cheese, Lettuce, Tomato on a Potato Roll **OR**
Turkey Breast with Cheddar Cheese, Lettuce, and Tomato on a Potato Roll

Roast Beef OR Ham with Cheddar OR Swiss

Deli Style Roast Beef **OR** Deli Ham with Cheddar or Swiss Cheese,
Lettuce, Tomato on a Fresh Baked Croissant

BLT Club Wrap

Deli Style Turkey and Ham, Bacon, Cheddar & Swiss Cheeses, Lettuce & Tomato in a Tortilla Wrap

Chicken Salad Croissant

Grilled Chicken Breast, Celery, Onion & Apple blended with a Tangy Mayo Dressing
topped with Lettuce & Tomato on a Fresh Baked Croissant

Chicken Caesar Salad

Grilled Chicken, Romaine Lettuce, Parmesan Cheese, Croutons, and Caesar Dressing



DINNER BUFFETS

A minimum of 25 people is required. \$3 per person surcharge applies if under 25
Price is per person and subject to a 27% administrative fee and applicable sales tax.
All buffets include Coffee, Iced Tea, Ice Water Station

A Taste of Italy | \$28.95

House Salad with Assorted Dressings | Italian Chopped Salad
Traditional Meat Lasagna | Penne Alfredo with Grilled Chicken
Roasted Seasonal Vegetables | Garlic Bread
Tiramisu | Chef's Choice of Cakes, Pies, or Dessert Bars
**Add Vegetable Lasagna | additional \$4.00 per person*

American Favorites | \$39.95

House Salad with Assorted Dressings | Fresh Cut Seasonal Fruit
Braised Beef with Red Wine Bordelaise Sauce
Grilled Fillet of Salmon with Soy-Sesame Glaze
Choice of Barbecue Chicken Breast or Fried Chicken
Yukon Gold Mashed Potatoes | Scratch-Made Mac & Cheese
Roasted Seasonal Vegetables | Rolls with Butter
Chef's Choice of Dessert

The Executive | \$44.95

House Salad with Assorted Dressings | Fresh Cut, Seasonal Fruit
Root Beer Braised Short Ribs | Chicken Piccata
Pan-Seared Mahi Mahi with Roasted Pineapple Relish
Loaded Mashed Potatoes | Honey Glazed Carrots
Rolls with Butter | Chef's Choice of Dessert

The Charlestonian Mixer

Two Entrees 36.95 or Three Entrees 43.95

Choose 1: Caesar or House Salad (with Choice of 2 dressings)

Choose 2: Seasoned Green Beans, Seasonal Roasted Vegetables,
Steamed Broccoli, or Honey Glazed Carrots

Choose 2: Smoked Gouda Au Gratin Potatoes, Loaded Mashed Potatoes,
Long Grain Wild Rice Medley or Macaroni & Cheese

Entrée Options (Choose 2 or 3)

Braised Beef with Red Wine Bordelaise Sauce, Root Beer Braised Boneless Beef Short Ribs,
Chicken Breast (Florentine, Piccata, Hunter, Marsala, Fried
Grilled Salmon (Citrus Butter, Soy, Ginger-Sesame Glaze)
Thick Cut, Boneless Pork Loin Chop (whole Grain Mustard Sauce, Apple BBQ Sauce)
Assorted Rolls with Butter | Chef's Choice of Dessert

PLATED DINNER OPTIONS

Served with a House Salad, Chef's Choice of Accompaniments of one Starch, one Vegetable, Assorted Dinner Rolls and Chef's Choice of Dessert. Includes Coffee, Iced tea, Iced Water Station, Available with a minimum of 10 people.

Chicken Marsala | \$30.95

Breast of Chicken with a Wild Mushroom and Marsala Wine Sauce

Chicken Florentine | \$31.95

Breast of Chicken with a Creamy Garlic and Herb Sauce with Spinach

Apple BBQ Pork Chop | \$30.95

8 oz. Bone-in Pork Loin Chop bathed in Golden Delicious Apple Barbecue Sauce

Grilled Fillet of Salmon | \$35.95

Salmon Fillet served with either Citrus -Butter Sauce or a Soy/Sesame/Ginger Glaze

8 oz. Center Cut, Certified Angus Filet Mignon | Market Price

Starch Options:

Gouda Au Gratin Potatoes | Mashed Potatoes | Herb Roasted Potatoes

Long Grain & Wild Rice | Macaroni & Cheese

Vegetable Options:

Seasoned Green Beans | Seasonal Roasted Vegetables

Steamed Broccoli | Honey Glazed Carrots

APP | DISPLAY | DIP | CARVE

Note; All selections serve approximately 50 people
Price is subject to a 27% administrative fee and applicable sales tax.

Appetizers | priced per 100 pieces

- Vegetable Spring Rolls with Dipping Sauce | \$225
- Glazed Meatballs (Bourbon, Sweet & Sour, Swedish, Teriyaki) | \$225
- Chicken Wings (Buffalo, Bourbon, Barbeque, Teriyaki) | \$175
- Fried Chicken Tenderloins with Dipping Sauce | \$200
- Maryland Crab Cakes with Old Bay Aioli | \$300
- Applewood Bacon Wrapped Scallops | \$300
- Cocktail Shrimp with Cocktail Sauce & Lemon | \$300

Displays | priced per person

- Roma Antipasto Display Board (Minimum of 25 people) | \$25
- Fresh Vegetable Crudité with Dip | \$9.95
- Cheese & Seasonal Fruit Display | \$14.95

Dips | per 64 oz

- Warm Spinach and Artichoke Dip with Tortilla Chips | \$69.95
- Buffalo Chicken Dip with Tortilla Chips | \$79.95
- Seafood Dip with Tortilla Chips | \$99.95
- Housemade Hummus with Pita Pieces | \$59.95

Carving Stations | current market price

Stations are subject to attendant fee of \$25 per hour.
Rolls are included at each station

- Certified Prime Rib served with Horseradish
- Roasted Breast of Turkey with Orange-Cranberry Relish
- Virginia Baked Ham with Trio of Mustards

Carving Station pricing is based on service for approximately 50 people

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BEVERAGE OPTIONS

Bartender Fee First Hour | \$50 Bartender Fee Each Hour After | \$25

Servers, managers, and staff reserve the right to refuse service. Cash Bar prices are listed as per drink, including mixers, and are inclusive of 27% administrative fee and sales tax. Host Bar prices are listed as per drink, including mixers, and are exclusive of 27% administrative fee and sales tax.

Cash Bar Options | per drink

Call Liquors	\$7.00
Premium Liquors	\$8.00
Top Shelf Liquors	\$9.00
Domestic Beer	\$6.00
Imported Beer	\$6.00
House Wines	\$9.00
Premium Wines	\$11.00
Soda/Bottled Water	\$3.00

Host Bar Package Options | per drink

Call Liquor Package	\$6.00
Premium Liquor Package	\$7.00
Top Shelf Liquor	\$8.00
Domestic Beer	\$5.00
Imported Beer	\$5.00
House Wines	\$8.00
Premium Wines	\$10.00
Soda/Bottled Water	\$2.00

CALL LIQUORS: Jim Beam, Bacardi Superior, New Amsterdam Gin, New Amsterdam Vodka, Montezuma Silver

PREMIUM LIQUORS: Jack Daniels, Captain Morgan Spiced Rum, Beefeater, Tito's, Jose Cuervo Gold

TOP SHELF LIQUORS: Crown Royal, Maker's Mark, Tanqueray, Gray Goose Vodka, Johnnie Walker Red Label

DOMESTIC BEER: Bud Light, Budweiser, Miller Lite, Coors Light, Yuengling, Michelob Ultra

IMPORT & CRAFT BEERS: Corona, Heinekin, Modelo

HOST BAR ADDITIONS:

Domestic Beer Keg: Full \$300 | Sixtel \$200

Imported Beer Keg: Full \$380 | Sixtel \$250

(Full Keg = 124 pints, Sixtel Keg = 41 pints)

Mimosas | \$50 per gallon

Sangria or Margarita | \$60 per gallon

Champagne | \$30 per bottle

Sparkling Cider | \$15 per bottle

House Wine | \$30 per bottle

Premium Wine | 40 per bottle

When Switching from a Host Bar to a Cash Bar during the Event the Bartender requires a 15-minute switching period, during which the bar will be closed.

AUDIO VISUAL | SERVICES

All rental prices are per day unless otherwise indicated.

Audio Visual Packages

The Standard | \$25 per day

1 Portable Dry Erase Board & Markers
1 Podium

The Premier | \$200 per day

1 Portable Dry Erase Board & Markers
1 LCD Projector & Screen | 1 Podium
1 Microphone

Equipment Rental

Dance Floor (up to 15x15)	\$100 per event
Risers (4' x 8')	\$40 per riser
Podium	\$25.00 per day
LCD Projector	\$175 each per day
Screens	\$25 each per day
Remote Clicker	\$15 each per day
Wall-Mounted Monitor	\$125 per day
Flip Chart, Stand & Markers	\$50 per day
Wireless & Wired Handheld Mics	\$25 each
Lavalier Microphones	\$80 each
Uplighting	\$15 per light
IT Support Fee	\$65 per hour
Arch	\$50 per day
Portable Speaker	\$100 per day

Additional Services

Black & White Copies	\$0.10 per page
Color Copies	\$0.15 per page
Meeting Room Flip Fee	\$250.00 per flip

Complimentary

Wireless Internet Access
Ivory or Black Table Linens
Variety of Napkin Colors
Mirror Tiles
Glass Centerpieces *(Customers provide items to go inside)*
American & West Virginia Flag

GENERAL INFORMATION

Guarantees

The Sales & Catering Manager must be notified of the final guest count no later than seven (7) business days prior to the event. This minimum number of guests will be considered a guarantee regardless of the actual guests in attendance. An increase in attendance will be accepted up to 72 hours before the morning of the function. The hotel will set up and prepare food for five percent (5%) over the final guaranteed figure. If no guarantee is received by the Sales & Catering Manager, we will consider your last indication of the number of attendees as the final guarantee.

Banquet & Meeting Rooms

As other groups may utilize the same event room before or after your function, please adhere to the times agreed upon in your contract. Should your scheduled times change, please contact the Sales & Catering Team as soon as possible. We will make every effort to accommodate. A room rental charge will apply to all event rooms and the event rooms are assigned based on the number of guests anticipated. If attendance drops or increases, we reserve the right to change the group's event room to a more suitable space for the number of guests anticipated. If a request to change the setup of a meeting room occurs, after the room is already set, a reset fee of \$250 plus the 27% administrative fee and applicable sales tax will apply. The hotel does not permit glitter or confetti as decoration and affixing of anything to the walls, floors or ceilings of any event room and/or public space with nails, staples, tape or any other substances unless that substance is approved by our Sales & Catering Team. The sprinkler heads throughout the hotel should not be used to hang anything. Any damage or loss will be the responsibility of the guest and contract signer. Special requests for linens or supplies, ordered through the hotel, are subject to an additional fee. Holiday Inn & Suites Charleston West is not responsible for any issues or mistakes made by any vendor or outside rental company.

Food & Beverage Policy

Due to licensing and insurance requirements, all food and beverages must be provided by the Hotel and prepared by the Hotel's Food & Beverage Department, except for a celebration cake. No remaining food or beverage items, provided by the hotel, shall be removed from the premises. At the conclusion of each function, such food & beverage items become the property of the hotel. To ensure availability of chosen menu items, and delivery of products by our vendors, menus must be finalized three (3) weeks prior to the event. The buffets are designed to provide service for up to two (2) hours. Our property reserves the right to substitute food and services, if necessary, when the actual number of attendees exceeds the guaranteed, plus the five (5) percent, or when the guaranteed number is received less than seven (7) business days prior to the event date or in the event of a supplier delay, which is out of the hotel's control.

GENERAL INFORMATION

Special Dietary Needs

The Holiday Inn & Suites Charleston West can provide alternative meal options for a variety of unique dietary needs with advanced notice. Please contact our Sales & Catering team with any special requests including vegan, vegetarian, food allergies, gluten-free meals or any other necessary options.

Alcohol

As a licensee, the hotel is responsible for the sale and service of alcoholic beverages in accordance with state and local liquor laws. Therefore, all alcohol must be supplied by the hotel and served by our team. We will request proper identification (valid photo ID) and reserve the right to refuse service to any person that appears intoxicated. No alcohol may leave the banquet area. No alcohol purchased outside of our facility may be brought into the restaurant, banquet areas or public spaces.

Administrative Charge & Taxes

All banquet charges are subject to a 27% administrative fee and applicable sales tax, this includes, but is not limited to, Food & Beverage, Room Rental, Labor Charges such as bartender and/or waitstaff fees, and Misc Items such as linens. The administrative fee is for the administration of the banquet and does not represent, or will be distributed as, a tip or gratuity to our staff that provide service to the guests. The 27% administrative fee is subject to state and local taxes. An additional one-hundred-dollar (\$100.00) administrative charge will be applied to food and beverage functions for less than thirty (30) people. All administrative charges and applicable taxes are subject to change without notice. Groups claiming tax exemption privileges must submit a copy of tax exemption form when the contract is returned.

Billing

All accounts must be paid in full five (5) business days prior to the event date. Items ordered by consumption, such as sodas or host bars, must be paid in full upon conclusion of your event. A credit card is required to be on file for all functions. A deposit, the amount determined by the contract terms, is required along with the signed contract to secure your event. A cancellation fee will be assessed on all functions cancelled less than thirty (30) days prior to the date of the event.



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