



# Holiday Inn Lafayette City Centre

Banquet Menus

2024

# Breakfast

Includes a water station, coffee, hot tea and accoutrements. Minimum of 20 guests per package. If guest count is below 20, a charge of \$5.00 per person will be added to the per person price below.

## **Continental Breakfast** \$14 per person

Fresh sliced seasonal fruit platter, individual assorted yogurts, assorted bagels with cream cheese, muffins, assorted Danishes.

## **Southern Breakfast Buffet** \$22 per person

Fresh sliced season fruit platter, scrambled eggs, house made biscuits and gravy, breakfast sausage, seasoned breakfast potatoes, assorted pastries and muffins.

## **Classic Breakfast Buffet** \$26 per person

Fresh sliced season fruit platter, scrambled eggs, crispy smoked center-cut bacon, seasoned breakfast potatoes, French toast or pancakes with maple syrup, assorted pastries and muffins.

All items are subject to price variations and seasonal availability. All prices listed are before 7% sales tax and 20% service charge.



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# Breakfast Enhancements

\* in addition to continental breakfast or breakfast buffet

## **Attended Omelet Station** \$15 per person

Bacon, sausage, ham, red and green bell peppers, onion, mushroom, tomato, spinach and cheddar cheese.

## **Croissant Breakfast Sandwich** \$6 each

Hot ham, egg and cheese

## **English Muffin Breakfast Sandwich** \$6 each

Bacon, egg and cheese

## **Breakfast Burrito** \$6 each

Fluffy scrambled eggs with sausage, bell peppers, cheese and salsa.

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# Break Items

## Beverages

- Fresh coffee (regular or decaf) - \$30 per gallon
- Assorted hot tea - \$30 per gallon
  - Iced tea - \$30 per gallon
  - Lemonade - \$30 per gallon
  - Fruit punch - \$30 per gallon
  - Assorted sodas - \$3 each
- Assorted bottled juices - \$4 each
- Assorted bottled milk - \$4 each
- Bottled spring water - \$3 each

## Bakery Items

- Assorted Danishes - \$28 per dozen
- Fresh baked muffins - \$28 per dozen
- Assorted bagels with cream cheese - \$28 per dozen
- Assorted cookies - \$28 per dozen
- Chocolate brownies - \$28 per dozen
- Cinnamon rolls with cream cheese frosting - \$36 per dozen

## Snacks

- Whole seasonal Fruit - \$4 each
  - Granola bars - \$3 each
- Assorted individual yogurts - \$3.50 each
- Potato chips and French onion dip - \$10 per person
- Tortilla chips and salsa - \$10 per person
  - Snack mix - \$22 per lb.
  - Mixed nuts - \$30 per lb.



# Plated Lunch

Includes a water station, coffee, iced tea, garden salad and fresh baked rolls & butter. Minimum of 20 guests. If guest count is below 20, a charge of \$5.00 per person will be added to the per person price below.

## Entrée

Choose one:

**Grilled Chicken** \$33 per person

With pineapple salsa served over squash & zucchini and rice pilaf

**Teriyaki Salmon** \$31 per person

Grilled & Served with rice pilaf and market vegetables

**Flank Steak** \$43 per person

With mushrooms, green beans and garlic Yukon smashed potatoes

## Dessert

Choose one:

**Seasonal Pie**

**Spiced Carrot Cake**

With cream cheese frosting

**Chocolate Cake**

With chocolate frosting

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# Lunch Buffet

Includes a water station, coffee and iced tea. Minimum of 20 guests. If guest count is below 20, a charge of \$5.00 per person will be added to the per person price below.

## **Chef's Choice** \$28 per person

Garden salad, fresh rolls & butter, two entrees, one starch, one vegetable & one dessert

## **Italian** \$32 per person

Caesar salad, bread sticks, chicken fettucine alfredo, pasta primavera, zucchini and yellow squash, mini cannoli's

## **Soup & Salad** \$16 per person

Breadsticks, salad bar and Chefs' choice of two soups. Assortment of cookies & brownies.

\* Available for dinner as well

## **Fajitas** \$30 per person

Garden salad, shredded chicken, marinated steak, bell peppers, onions, jalapenos, hard taco shells, soft flour tortillas, guacamole, house made salsa, cheese, sour cream, tomatoes and lettuce

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# Lunch Buffet Continued

Includes a water station, coffee and iced tea. Minimum of 20 guests. If guest count is below 20, a charge of \$5.00 per person will be added to the per person price below.

## South Street

**\$35 per person**

Served with garden salad, fresh rolls & butter

### Entrees

Choose two:

- Roasted pork loin
- Grilled chicken
- Meat lasagna
- Vegetable lasagna
- London broil

### Sides

Choose two:

- Smashed Yukon potatoes
- Rice pilaf
- Honey glazed carrots
- Green beans with sliced almonds
- Chef's seasonal vegetable

### Dessert

Choose one:

- Carrot cake
- Chocolate cake

## Downtown Cook-Out

**\$33 per person**

Served with buns, lettuce tomato, onion, pickles and condiments

### Entrees

Choose two:

- Hamburgers
- Shredded chicken
- Barbeque pulled pork
- Bratwurst

### Sides

Choose two:

- Potato salad
- Garden salad
- Cole slaw
- Macaroni & cheese
- Butter corn
- Baked beans

### Dessert

Choose one:

- Apple pie
- Chocolate cake

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# Reception Stations

## Caprese Salad \$5 per person

Sliced mozzarella, tomato and fresh basil with a balsamic glaze

## Shrimp Cocktail \$12 per person

Served with cocktail sauce

## Fresh Sliced Fruit Display \$10 per person

Served with a yogurt dipping sauce

## Charcuterie \$26 per person

Gourmet domestic and imported cheese display with capicola and Smoked & cured salami served with fig jam, sour cherry compote, and olives

## Dips \$17 per person

Homemade French onion dip, spinach & artichoke dip, hummus, salsa, and guacamole served with carrots, celery, pita chips and tortilla chips

## Sliders \$20 per person

Beef burger sliders with bacon and American cheese, pulled pork slider with Carolina Cole slaw and breaded chicken slider with pickles, Served with kettle chips

## Asian \$20 per person

Vegetable spring rolls, crab Rangoon's, and coconut shrimp served with sweet & sour sauce and a sweet Chile sauce

## Wings \$22 per person

Chicken wings with your choice of buffalo sauce, parmesan garlic sauce or lemon pepper dry rub, served with ranch, bleu cheese, carrots and celery

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# Plated Dinner

Includes a water station, coffee, iced tea, and fresh baked rolls & butter. Minimum of 20 guests. If guest count is below 20, a charge of \$5.00 per person will be added to the per person price below.

## Salad

Choice of one:

- Garden salad with selection of dressings
- Caesar salad with croutons
- Spinach salad with raspberry dressing

## Entree

Choice of one:

- **Herb Crusted Chicken** \$38 per person
- **Grilled Norwegian Salmon Filet** \$37 per person  
6 oz.
- **Grilled Mahi-Mahi** \$42 per person  
6 oz.
- **Roasted Pork Loin** \$37 per person  
With a bourbon glaze
  - **London Broil** \$41 per person  
With balsamic compound butter
- **Pan Seared Tenderloin Medallions** \$55 per person  
6 oz. with a demi glaze

\* vegan/ vegetarian options available upon request, please contact your sales manager for more information

## Starch

Choice of one:

- Garlic mashed potatoes
- Roasted Yukon potatoes with rosemary
- Rice pilaf with sliced toasted almonds

## Vegetable

Choice of one:

- Garlic green beans
- Honey glazed baby carrots
- Seasonal vegetable medley

## Dessert

Choice of one:

- **Cheesecake**
- **Spiced carrot cake**
  - With cream cheese frosting
- **Chocolate cake**
  - With chocolate frosting



# Dinner Buffet

Includes a water station, coffee and iced tea. Minimum of 20 guests. If guest count is below 20, a charge of \$5.00 per person will be added to the per person price below.

## City Centre

**One entrée \$45 per person    Two entrees \$55 per person**

### Salad

mixed greens salad with tomato wedges, shredded carrots and cucumbers served with assorted dressings

### Entrees

- Marinated steak
- Roasted pork loin
- Grilled teriyaki salmon
- Herb crusted chicken breast
  - Pasta primavera

### Starch

Choice of one:

- Garlic mashed potatoes
- Rice pilaf with sliced toasted almonds
- Roasted Yukon potatoes with rosemary
  - Wild rice blend

### Vegetable

Choice of one:

- Garlic green beans
- Honey glazed baby carrots
- Seasonal vegetable medley

### Dessert

Choice of one:

- Slice of seasonal pie
- Chocolate cake with chocolate frosting
- Cheesecake with seasonal fruit
- Spiced carrot cake with cream cheese frosting

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# Sweets

**Chocolate Dipped Strawberries \$125 per 50 pieces**

**Mini Eclairs \$95 per 50 pieces**

Tiny custard-filled pastries drizzled with chocolate

**Mini Cheesecakes \$125 per 50 pieces**

Assortment of bite-sized cakes with assorted toppings

**Mini Cannoli's \$95 per 50 pieces**

Petite cannoli traditionally filled with sweet dream and chocolate chips

**Mini Dessert Bars \$125 per 50 pieces**

Assortment of mini brownies, blondies and lemon bars

**Mini Beignets \$75 per 50 pieces**

Dusted with powdered sugar

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# Event Bar

## Mixed Drinks

House brands  
\$12 per drink

Premium brands  
\$16 per drink

## Wine

By the glass \$12

Per bottle \$50\*

## Beer

Domestic beer	\$6.00 each
Premium beer	\$7.00 each
Craft beer	\$8.00 each

\*Contact sales department for current wine selection

All banquet bars may only be open for a maximum of 6 hours.

All banquet bars will close at 11PM.

1 bartender per 75 guests

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# Audio & Visual

## Equipment

## Cost Per Day

Podium with Microphone.....	\$60.00
Table Lectern with Microphone.....	\$30.00
Easel.....	\$20.00
Flipchart with Markers.....	\$30.00
Dry Erase Board with Markers.....	\$25.00
Projector Screen (8'x8').....	\$50.00
LCD Projector.....	\$100.00
Cordless Microphone.....	\$40.00
Tall Microphone Stand.....	\$15.00
Stage (4' x 8').....	\$150.00

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# BEVERAGE POLICIES

## BEVERAGES

The Holiday Inn City Centre can provide complete beverage service. It is important to note that our sale of alcoholic beverages is subject to regulation by the state of Indiana. As a licensee, we are obligated to adhere to the laws governing these regulations. One such law stipulates that no outside liquor, beer, or wine may be brought into our premises. Furthermore, any beverages that remain unconsumed during an event in a designated room may not be taken out of that room or our property.

## AGE

All persons attending a function and ordering alcoholic beverages must be twenty-one years of age. The Holiday Inn City Centre reserves the right to ask for identification to verify age. Those guests not having identification on their person will not be served alcohol.

## BAR REGULATIONS

At Holiday Inn City Centre, our bartenders reserve the right to refuse alcohol service to any guest who may appear intoxicated. All bars, cash, or hosted will institute a two-drink maximum per guest per trip to the bar. Our bartenders will not serve "shots" or cocktails made from multiple liquors (i.e., Long Island Ice Teas) at any of our Banquet Bars. Holiday Inn City Centre requires one bartender per 75 guests.

**Bartender fees are \$200.00 per bartender. One bartender will be staffed for every 75 guests.**



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# CONFERENCE & CATERING POLICIES

## MENU

The menu options will be finalized and detailed in the catering contract. Any special dietary needs must be arranged ahead of time. Prices for menu items may vary depending on the season and availability. A signed Banquet Event Order is required to secure the agreed-upon menu prices. Holiday Inn City Centre regularly reviews and updates the catering menus at least once a year. Please note that certain menu items may not be available when a new Catering Packet is distributed.

## GUARANTEE

The estimated number of attendees for your event will be confirmed upon purchase. A final confirmed attendance is necessary for all meal functions fourteen days before the event. This will serve as the minimum number of attendees for billing purposes and cannot be altered.

## SERVICE CHARGE & TAX

A 20% surcharge will be applied to all charges, including food, beverages, A/V equipment, and room rental fees. Additionally, a 7% sales tax will be added to all food, beverage, room rental, and audio/visual expenses. Functions that take place during special event periods and holidays may also incur an extra 5% service fee.



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## **FUNCTION ROOM ASSIGNMENTS**

The hotel determines room assignments based on expected attendance figures provided during the booking. As these figures can change, the hotel may modify room reservations to better accommodate any fluctuations in attendance. The final room assignments will be decided three (3) days before the events.

## **FUNCTION ROOM SET-UP**

The final attendance number will determine the set-up of the Function Room, unless the event planner provides a different attending number in advance. If any changes to the set-up are requested after the room has been prepared, the client will be charged \$75.00 per hour with a minimum charge of one hour.

## **ACCESS TO FUNCTION ROOM**

In order to accommodate you, the function set-up will be complete and ready for use one hour before the advertised start time of your event. If you require access to the venue before this time, arrangements can be made in advance for an extra cost.

## **INTERNET ACCESS**

Clients may access wireless high-speed internet in all our meeting rooms at no extra cost, although the speed of the internet may vary.



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## **PAYMENT INFORMATION – GENERAL**

If credit arrangements have not been made prior to the event, full payment, along with the final guest count, must be submitted 14 days before the event. The charges will be calculated based on the higher number between the final guaranteed count and the actual attendance. A credit card is required to guarantee all functions.

## **DEPOSITS**

To secure the desired date and space for any social event, a deposit that is non-refundable must be made. The size of the deposit is based on the amount of space required for the event. These deposits are required at the time of reservation, otherwise, the requested date and space will not be guaranteed and may be given to others. The deposit amount will be deducted from the final balance of the event. Please note that prices for items may vary and are subject to seasonal availability. Additionally, a 7% sales tax and a 20% service charge will be added.

## **DAMAGE DEPOSITS**

Holiday Inn City Centre reserves the right to collect a prep aid damage deposit where deemed applicable. The deposit less any assessed damage fees will be returned after the conclusion of the event.

## **HOURLY FEES**

Events must conclude by 11:00PM and the room must be emptied by 12:00AM. If the room is occupied after 12:00AM, a charge of \$300.00 per hour (with a minimum of one hour) will apply. Additionally, a fee of \$300.00 will be charged for late arrivals if hotel-provided food is requested.

## **SERVE TIME**

To guarantee the quality of the food and service for your meal, your actual serve time must be within 30 minutes of your requested serve time. Delays/Changes to your serve time may be considered, a fee of \$25.00 will be charged for the changes to the serve time.



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## **CONTRACT**

Before an event is confirmed, a signed contract (along with a deposit, if necessary) must be submitted to Holiday Inn City Centre. Each contract has a specified return date, and if the contract is not signed and returned by that date, it will become null and void. To ensure that the requested products are available, all Banquet Event Orders must be signed and returned to the Hotel at least fourteen days before the event.

## **AS PER CONTRACT**

Please make sure that all decorations are made of materials that are not flammable. Please also note that glitter or any similar substances are not allowed. Any outside activities or arrangements must be approved in advance. If decorations that violate these rules are used, the client will be charged a minimum of \$500.00 for carpet cleaning. It is strictly prohibited to attach any decorations, notes, charts, posters, signs, banners, or any other items to the floors, walls, ceilings, furniture, or any other surfaces in the conference rooms, lobbies, hallways, etc. Easels will be provided for displays and decorations. The client is responsible for protecting the walls, furniture, carpeting, and equipment during setup, the event, and clean-up. Any damages will be billed to the client at the cost of replacement or repair. Please refrain from moving or relocating any plants or furniture from the hallways or meeting rooms unless prior arrangements have been made with the sales team. A fee will be charged for any relocations.

## **LIABILITY INSURANCE**

All trade shows and public shows that are open to a large audience or the general public are required to provide Holiday Inn City Centre with insurance coverage. The insurance policy should include Holiday Inn City Centre as an additional insured party, with liability coverage of \$1,000,000 and employee benefits coverage of \$500,000. The hotel must receive a copy of this insurance certificate before the event begins.

## **STATE REGULATIONS AND HOTEL POLICY**

To adhere to hotel regulations and meet the requirements set by the State Boards of Health and Alcoholic Beverage Codes, bringing alcoholic beverages into the Holiday Inn - City Centre is prohibited. Any outside food and beverages brought into the hotel must be provided by a licensed vendor with liability insurance. Additionally, any food or beverage, including alcoholic products, catered by the Holiday Inn City Centre that is not consumed during the event cannot be taken off the premises.



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## **OUTSIDE FOOD AND BEVERAGE**

Clients are not allowed to bring alcoholic beverages into the hotel for events due to applicable law. Before bringing any outside food or non-alcoholic beverages into the Holiday Inn City Centre, clients must obtain approval from the hotel's Sales Team. If approval is granted, the outside food/non-alcoholic beverages must be prepared by a reputable, licensed vendor with liability insurance. The hotel will provide tables, chairs, linens, and trash cans related to the conference room rental agreement. However, clients are responsible for providing all utensils, plates, cups, and any other items needed for the food and/or non-alcoholic beverages brought into the hotel. The hotel is not liable for the disposal or distribution of any food or drinks brought into the hotel. It is the client's responsibility to remove any remaining food and/or beverages from the hotel, and the hotel is not responsible for their removal or disposal. The hotel is also not responsible for washing or disinfecting any items brought in by clients or provided by an outside vendor. Any loss or damage to items provided by the vendor is the client's responsibility, and all items must be returned to the vendor and not left or stored at the hotel. If the hotel ends up having to clean up after a client who did not follow this policy, a \$500 cleaning fee will be charged.

## **WELCOME BAGS**

Brides often provide gift bags for their wedding guests staying at the hotel. To ensure consistency, our Guest Services Department requires that all bags have a similar design and contents. We will also need a list of the guests who should receive these bags. Please note that alcoholic beverages are not permitted in the gift bags. The bags will be distributed to the guests upon their arrival and will not be placed in the rooms beforehand. The hotel cannot accept the delivery of these bags until the day before the event. Any remaining bags must be collected by 3:00 PM on the day after the event, or the hotel will dispose of them.

## **FAVORS**

The client must assign someone to place the wedding favors on the tables as the hotel staff is not responsible for this task. It is important to note that alcoholic beverages cannot be given as favors.



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