

A top-down view of a charcuterie board featuring a variety of fresh vegetables, cheeses, meats, and condiments. The board includes bowls of green beans, asparagus, cherry tomatoes, sliced radishes, red onions, and cucumbers. It also features a wedge of blue cheese, a block of white cheese, a small jar of pine nuts, a bowl of green sauce, and a wooden cutting board with sliced steak and a small bowl of salt. The background is a dark, textured surface.



3700 Central Avenue
Memphis, TN 38111
901-678-8200
Holidayinnuofm.com

Our Commitment to You - Meet with Confidence

Whenever and wherever you travel, IHG® Hotels & Resorts is ready to meet you there. When you are ready to plan your next meeting or group event, you can book with confidence with our new flexible meeting offer.

Providing a safe, healthy, and clean stay for every traveler has always been important to us. Our new Meet with Confidence program allows you to stay focused on your meeting objectives. Giving you the additional confidence in our approach is more critical to us than ever before. IHG will continue to refine and update the plan as guidance continues to evolve from global health organizations including the World Health Organization (WHO) and Centers for Disease Control (CDC), and state and local authorities.



Experience benefits and amenities that give you the confidence you need.



CLEAN

Enhanced cleanliness, on-site COVID-19 testing* + more



SIMPLE

Easy sourcing, streamlined contracting + planning



REWARDING

Perks + offers with IHG® Business Rewards



HYBRID

Technology support, solutions + bandwidth



DELICIOUS

Flexible catering options + food and drink experiences

*Where available in the US



Full Day Meeting Package (30 Guest Minimum)

\$80.00 Per Person | Includes Meeting Room Rental & Wi-Fi

AM Meeting Planner Break

- * Chilled Fruit Juices (Orange Juice, Apple Juice, Cranberry Juice)
- Sliced Seasonal Fresh Fruit
- Yogurt
- Granola, Honey, Raisins
- Assortment of Muffins, Danish, and Mini Bagels
- Cream Cheese
- Fruit Preserves
- Freshly Brewed Coffee, Decaf and Assorted Bigelow Hot Teas

Lunch

- Tiger Lunch Buffet (2 Protein)

PM Meeting Planner Break

- Cookies & Brownies
- Buttered Popcorn
- Whole Fruit
- Mini Candy Bars
- Freshly Brewed Coffee, Decaf and Assorted Bigelow Hot Teas
- Assorted Pepsi Soft Drinks
- Bottled Water

All-Day Beverages

- Freshly Brewed Coffee, Decaf and Assorted Bigelow Hot Teas
- Assorted Pepsi Soft Drinks
- Bottled Water

Limited AV Included

- Screen
- Projector
- Flipchart
- Pads | Pens | Markers | Mints

Meeting Planner Packages

Service For Two Hours

AM Meeting Planner Break - \$17

- Chilled Fruit Juices: Orange, Apple, & Cranberry
- Freshly Brewed Coffee, Decaf and Hot Tea
- Bottled Water
- Sliced Seasonal Fresh Fruit
- Assorted Yogurts
- Granola, Honey, Raisins
- Assortment of Muffins, Mini Bagels, and Mini Croissants
- Creamy Butter & Cream Cheese
- Fruit Preserves



Menu pricing subject to change. All food, beverage, room rental & audio-visual charges are subject to applicable state & local taxes & 23% service charge.

MORNING MEETING BREAKS

Service For Two Hours

ENERGY & WELLNESS BREAK - \$18

- Freshly Brewed Coffee, Decaf and Bigelow Hot Teas
- Chilled Fruit Juices: Orange, Apple, & Cranberry
- Bottled Water
- Build Your Own Parfait Station
- Granola or Granola Bars
- Dried Fruits & Honey
- Fresh Fruit & Berries
- Yogurt & Peanut Butter
- Wheatberry Bread

FROM THE BAKERY - \$17

- Freshly Brewed Coffee, Decaf and Bigelow Hot Teas
- Bottled Water
- Variety of Freshly Baked Muffins
- Assorted Fruit & Cheese Pastries
- Sweet Breakfast Breads
- Miniature Croissants
- Assorted Preserves & Butter

AFTERNOON MEETING BREAKS

Service For Two Hours

DIP & CHIP BREAK - \$18

Choose Two Dips & Two Chips

- Assorted Soft Drinks
- Bottled Water
- Queso Dip
- French Onion Dip
- Salsa Fresca
- Zesty Ranch Dip
- Spinach & Artichoke Dip
- Red Pepper Hummus or Plain Chickpea Hummus
- Tortilla Chips
- Potato Chips
- Pita Chips
- Fresh Carrot & Celery Sticks

SWEET & SALTY BREAK - \$16

- Assorted Soft Drinks
- Bottled Water
- Fresh Popcorn
- Baked Chocolate Chip Cookies
- Trail Mix
- Pretzels & Chips

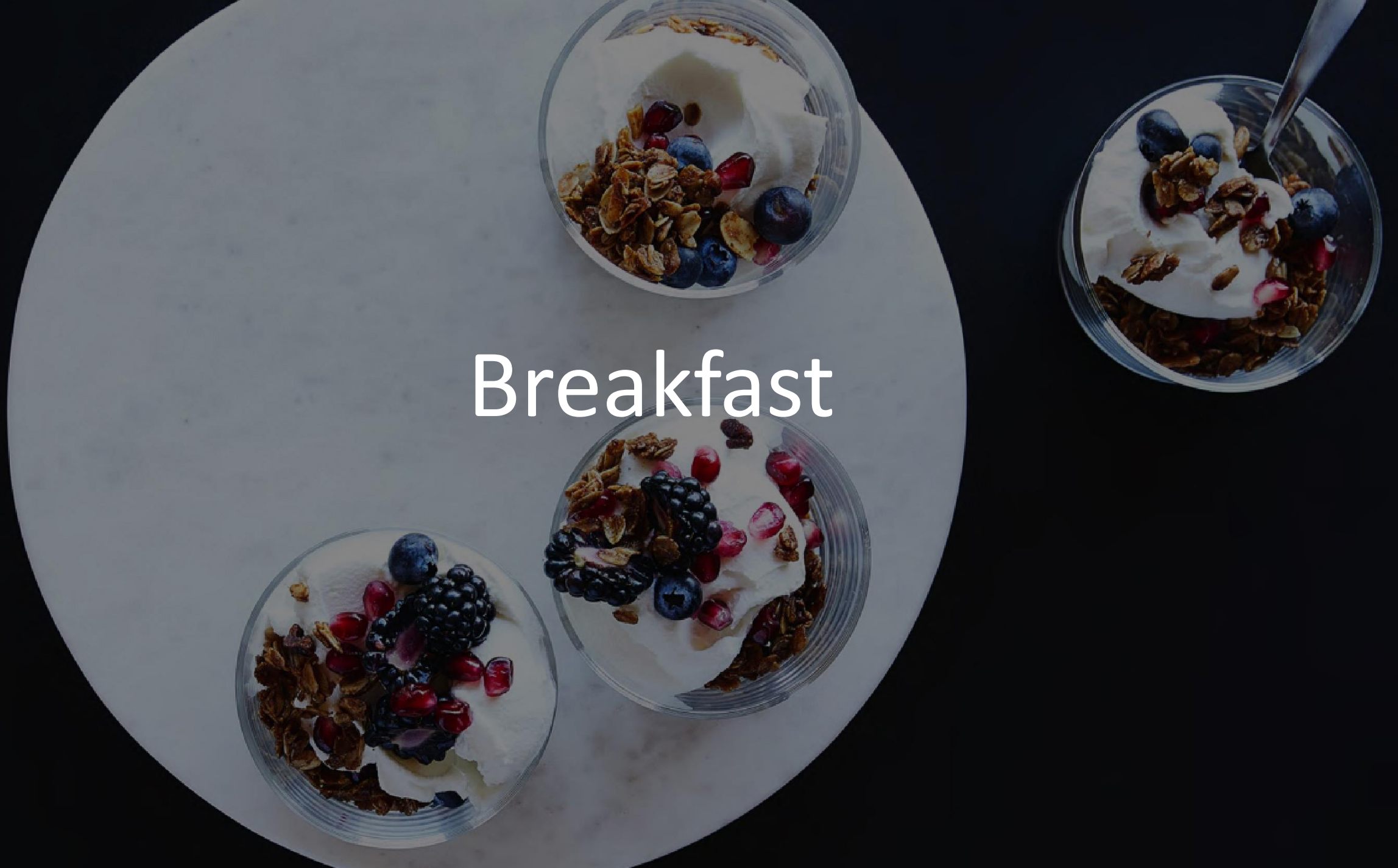
AFTERNOON MEETING BREAKS

Meeting Planner Break - \$16

- Freshly Brewed Coffee, Decaf and Bigelow Hot Teas
- Assorted Soft Drinks
- Bottled Water
- Cookies
- Brownies
- Whole Fruits
- Mini Candy Bars



Breakfast



Plated Breakfast

(Minimum of 30 Guests)

All American Breakfast - \$24

- Fluffy Scrambled Eggs
- Choose (1): Applewood Smoked Bacon, Pork Sausage or Turkey Sausage
- Breakfast Potatoes with Onions and Bell Peppers
- Buttermilk Biscuit
- Butter and Preserves
- Freshly Brewed Coffee, Decaf and Assorted or Bigelow Hot Teas
- Choice of Juice

Quiche - \$22

- Choose From Florentine or Ham & Cheese
- Breakfast Potatoes
- Fresh Fruit & Berry
- Freshly Brewed Coffee, Decaf and Assorted or Bigelow Hot Teas
- Choice of Juice



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Breakfast Buffets

(Minimum of 30 Guests)

Sunrise Sandwich Buffet - \$23

Choice of Two Breakfast Sandwiches. Buffet includes sandwiches, breakfast potatoes and fresh sliced fruit display

- Ham, Egg & Cheese Biscuit
- Turkey, Egg & Cheese Croissant
- Sausage, Egg and Cheese Burrito
- Egg & Cheese English Muffin
- Bacon, Egg & Cheese Biscuit
- Egg White, Baby Spinach & Cheese English Muffin
- Assorted Preserves
- Freshly Brewed Coffee, Decaf and Assorted or Bigelow Hot Teas
- Choice of Two Juices

Big Tiger Breakfast - \$26

- Scrambled Eggs
- Breakfast Potatoes
- Applewood Smoked Bacon & Pork Sausage
- Delta Grits or Biscuits & Milk Gravy or Old Fashion Oatmeal
- Waffles or Pancakes
- Fresh Fruit & Berry Platter
- Freshly Brewed Coffee, Decaf and Assorted or Bigelow Hot Teas
- Choice of Two Juices



Breakfast Buffet

All Buffets Meals Include Fresh Juices and Royal Cup Coffee, Decaf & Regular, Bottled Water and Bigelow Hot Teas
(Minimum of 30 Guests)

The Continental - \$22

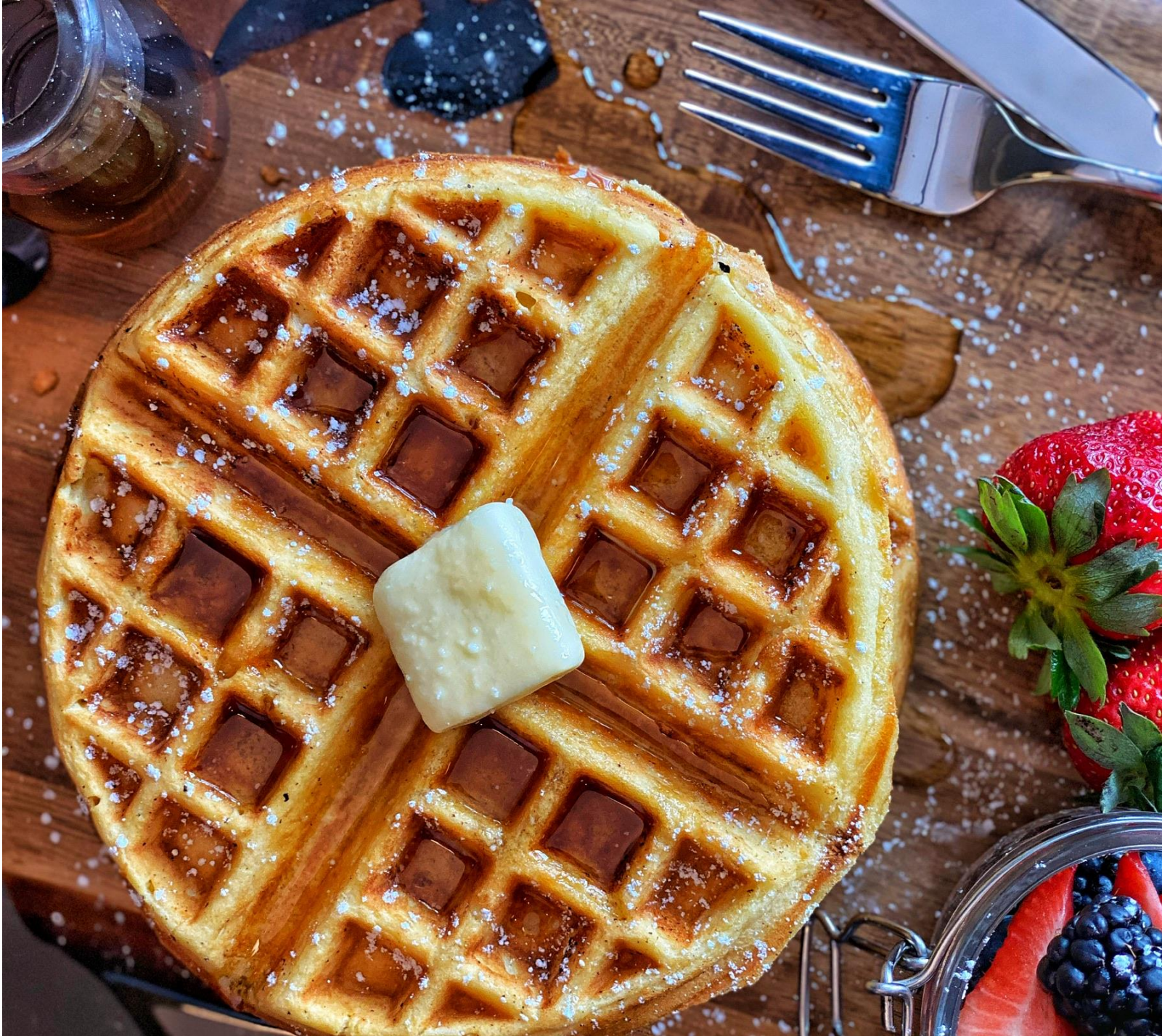
- Assorted Danishes, Muffins & Mini Bagels
- Sliced Fresh Fruit and Berries
- Individual Yogurts
- Granola
- Assorted Cereals & Milk
- Creamery Butter and Preserves
- Cream Cheese

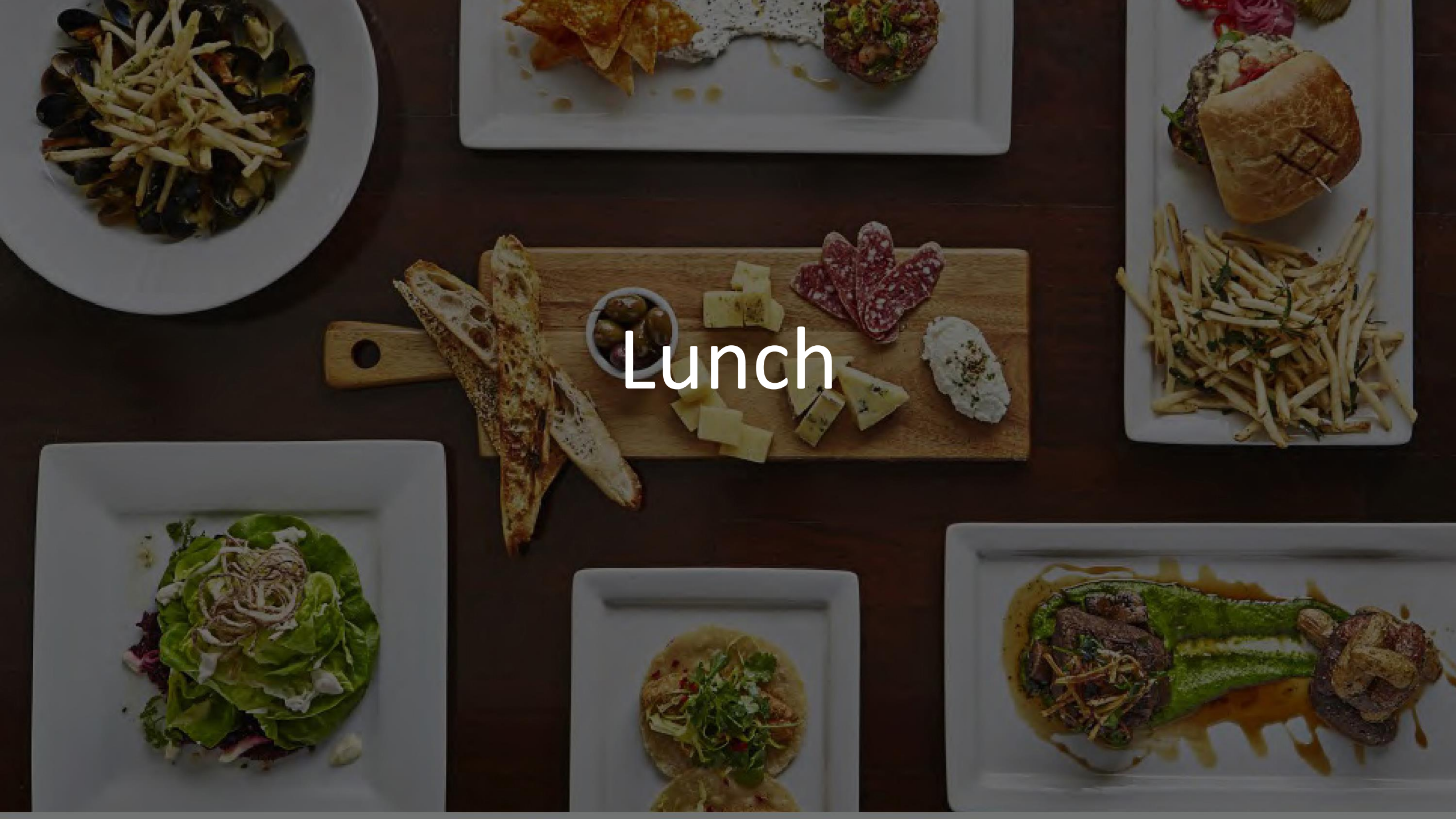


Breakfast Enhancements

- **Omelets - \$10**
(Choose 3 Ingredients)
Cheddar Cheese , Ham, Bacon, Turkey, Red Onion, Tomatoes, Green Bell Pepper, Mushrooms
- **Pancake Stacks - \$5**
Warm Maple Syrup and Whipped Butter
- **Traditional French Toast - \$6**
With Warm Maple Syrup
- **Belgian Waffle - \$7**
Warm Maple Syrup | Fresh Strawberries
Whipped Cream and Butter
- **Old Fashion Oatmeal - \$5**
- **Delta Grits - \$5**
- Assorted Muffins & Pastries - \$36 per Dozen
- Assorted Granola Bars - \$3
- Whole Fruit - \$3
- **Cereal & Milk - \$5**
Assorted Cereals

Menu pridings subject to change. All food, beverage, room rental & audio-visual charges are subject to applicable state & local taxes & 23% service charge.





Lunch

Lunch Buffets (30 person minimum)

All plated buffet lunches include rolls with sweet cream butter, freshly brewed coffee, hot teas, or iced tea. Choice of (1) Salad, (2) Dressings, (1) Starch and (1) Vegetable. Chef's Choice of Two Desserts

Tiger Buffet \$36 for (2) Entrees or \$42 for (3) Entrees

Salads

- Pesto Pasta Salad
- Southern Cole Slaw
- Loaded Potato Salad
- Balsamic Marinated Mushroom Salad
- Fresh Fruit Salad
- Marinated and Grilled Vegetable Salad
- Caesar Salad
- Spring Mix Salad

Entrees

- Italian sausage & Roasted Poblano Meatloaf
- Memphis Style Barbequed Chicken
- Chicken Marsala
- Salt & Pepper Cornmeal Fried Catfish
- Baked Lemon Pepper Tilapia
- Southern Fried Chicken
- Sweet & Sour Pineapple Pork Loin
- Pulled BBQ Pork Shoulder
- Sliced Roast Beef with Bordelaise Sauce
- Roasted Pork Tenderloin with Granny Smith Calvados
- Chicken Cordon Bleu with Creamy Moray Cheese Sauce and Fresh Herbs

Starches

- Mac and Cheese
- Penne Pasta with Sun Dried Tomato Sauce and Baked with Mozzarella Cheese
- Yukon Gold Garlic Mashed Potatoes
- Au gratin Potatoes
- Jasmine Rice Pilaf
- Long Grain Wild Rice

Vegetables

- Sautéed Green Beans /Vegetable Medley/ Honey Glazed Baby Carrots /
- Creamed Garlic Spinach /Sautéed Italian Spinach/Fried Okra/Yellow Corn

Regional Lunch Buffets (35 Guest Minimal)

Italian Pasta Bar - \$38

- Minestrone Soup
- Caesar Salad
- Antipasto Salad
- Chicken Penne Pasta Alfredo
- Tomato Beef Lasagna
- Broccoli & Ziti in Olive Oil
- Seasonal Vegetables
- Garlic Bread and Bread Sticks
- Biscotti
- Assorted Italian Desserts

Greek Salad Buffet - \$38

- Grilled Sliced Chicken Breast
- Thinly Sliced Marinated Beef Strips
- Romaine Lettuce
- Tomatoes & Cucumbers
- Kalamata & Spanish Olives
- Pepperoncini & Red Onions
- Crumbled Feta Cheese
- Greek and Oil & Balsamic Vinegar Dressings
- Assorted Breads and Pita Basket
- Mini Baklavas and Other Assorted Desserts

All American Lunch Buffet \$32

- Pesto Tortellini
- Southern Chicken Salad
- Roast Beef
- Breast of Turkey
- Pit Ham
- Swiss Cheese
- Provolone Cheese
- Cheddar Cheese
- American Cheese
- Assorted Deli Breads
- Lettuce/Tomato/Onion/Pickles/Mayo
- Baked Cookies

Lunch

Sandwich & Salad Selections

Grilled Chicken Caesar - \$18

Two Half Sandwiches of Smoked Turkey, Roast Beef, Ham or Grilled Chicken Breast with American, Swiss or Provolone Cheese Served on a Ciabatta Roll with Chips or Southern Potato Salad

Country Club Sandwich - \$20

Smoked Turkey, Applewood Smoked Bacon, Monterey Jack Cheese, Leaf Lettuce, Beef Steak Tomato, Honey Mustard, Served in a Flaky Croissant with Chips or Southern Potato Salad

Tuscan Chicken Salad - \$18

White Meat Chicken Salad blend with Gorgonzola Cheese and Red Grapes over Mixed Greens

Black & Blue Salad - \$26

Grilled Flank Steak with Blue Cheese, Tomatoes, Cucumbers, Pepperoncini and Roasted Peppers served over Mixed Greens with Balsamic or Ranch Dressing

Grilled Chicken Salad - \$24

Grilled Chicken Breast, Boiled Egg, Grape Tomatoes, Smoked Bacon, Cheddar-Jack Cheese, English Cucumber, Romaine Lettuce, Choice of Dressing

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A la Carte Additions

- Pretzels - \$4 pp
- Peanuts - \$ 4pp
- Popcorn - \$6 pp
- Candy Bars - \$32/dozen
- Chocolate Fudge Brownies -\$33/dozen
- Assorted Homemade Cookies -\$30/dozen
- Whole Fruit - \$3 pp
- Sliced Fresh Fruits - \$6 pp

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Plated Lunch Entrees

Plated Entrees Include a Salad Course, Entrée with Starch, Fresh Vegetable, Dinner Rolls and Butter, Dessert Course, Coffee and Iced Tea

Entrees

Pasta Primavera with Chicken ... \$28

Traditional Alfredo Sauce with Chicken, Spring Vegetables and Penne Pasta

*Entrée does not include an additional starch

Three Cheese Meat or Vegetable Lasagna ... \$26

Prepared with Fresh Ricotta, Provolone, Mozzarella Cheeses with Rustic Tomato Sauce

*Entrée does not include an additional starch

Grilled Chicken and Mushroom Penne ... \$28

Mesquite Smoked Chicken Breast with Mushrooms, Scallions, Penne Pasta and Alfredo Sauce

*Entrée does not include an additional starch

Chicken Breast Cordon Bleu ... \$28

Boneless Breast of Chicken Rolled with Ham and Cheese, Breaded and Sautéed, Served with Light Dijon Cream Sauce

Chicken Breast Picatta... \$26

6 oz. Boneless Chicken Breast with Lemon, Capers, Dry White Wine Cream Sauce

Sliced London Broil ... \$30

Marinated Charbroiled Flank Steak Thinly Sliced, Served in Its Natural Juice

Sole Veronique ... \$29

Sautéed Dover Sole Filet in a White Wine and Green Grape Cream Sauce

Filet of Salmon ...\$31

Fresh Atlantic Salmon Filet Provencal, Concasse Tomatoes, Flat Leaf Parsley, White Wine, Light Cream Sauce

Meetings “To Go” | Box Lunches

The Classic - \$24

Sandwich Options

Smoked Turkey Breast | White Bread | Wheat Bread
Black Forrest Ham | White Bread | Wheat Bread
Roast Beef | White Bread | Wheat Bread

Cheese Options

Monterey Jack
Swiss Cheese
Cheddar Cheese

Sides (choice of two)

Pasta Salad
Potato Chips
Cookie
Whole Fresh Fruit
Fruit Cup

Condiments

Mayo
Mustard
Salt & Pepper

Soda or Bottled Water

It’s A Wrap - \$24

Grilled Chicken Caesar Wrap

Cut Romaine | Shredded Parmesan with Creamy Caesar Dressing

Roasted Veggie Wrap

Balsamic Marinade | Grilled Carrot | Zucchini | Yellow Squash | Red Onion |
Baby Spinach | Portabella – Julienned Marinade consists of fresh garlic |
Thyme | Rosemary | Lemon | Balsamic Vinegar | Evo | Dijon

Sides (choice of two)

Pasta Salad
Potato Chips
Cookie
Whole Fresh Fruit
Fruit Cup

Condiments

Mayo
Mustard
Salt & Pepper

Soda or Bottled Water



Dinner & Receptions

Plated Dinner Suggestions

All plated dinners include House Salad, Yeast Rolls, Butter, Freshly Brewed Coffee, Hot Teas, Iced Tea and Chef's Choice Dessert

Roasted Airline Chicken - \$37

- Airline Chicken Breast
- Veal Demi Glaze
- Yukon Gold Mashed Potatoes
- Sautéed French Beans

Herb Crusted Atlantic Salmon - \$36

- Baked Salmon
- Roasted Red Potatoes
- Sautéed Green Beans
- Yellow Pepper Cream Sauce
- Basil Oil

Baked Lasagna - \$34

- Meat or Vegetarian Lasagna
- Rustic Tomato Sauce
- Mozzarella, Provolone & Parmesan Cheeses
- Steamed Broccoli

Grilled Flank Steak - \$38

- Marinated Steak with Bordelaise Sauce
- Garlic Yukon Gold Mashed Potatoes
- Seasonal Vegetable Medley

Teriyaki Grilled Chicken Breast - \$35

- Grilled Chicken Breast
- Jasmine Rice
- French Green Beans
- Honey Glazed Baby Carrots

Lemon Peppered Tilapia- \$33

- Lemon, Capers, And White Wine Sauce
- Sun Dried Tomato & Parmesan Orzo Pasta
- Sautéed Edamame



Plated Dinner Suggestions

All plated dinners include House Salad, Yeast Rolls, Butter, Freshly Brewed Coffee, Hot Teas, Iced Tea and Chef's Choice Dessert

Rosemary Pork Chop- \$35

- Marinated and Grilled
- Vanilla-Apple Cider Sauce
- Roasted Sweet Potato Galette
- Sautéed Edamame

Salmon Florentine - \$36

- Spinach and Parmesan Stuffed
- Roasted Red Potatoes
- Honey-Mustard Sauce

Cordon Blue - \$36

- Ham and Swiss Cheese Stuffed Breast of Chicken
- Lightly Breaded
- Mornay Sauce
- Steamed Broccoli

Chicken Francaise -\$34

- Boneless Breast of Chicken lightly breaded
- Garlic Yukon Gold Mashed Potatoes
- Sautéed Spinach
- Lemon-Butter Sauce

Roasted Striploin Forestiere - \$42

- 10oz NY Striploin
- Twice Baked Potato
- French Green Beans
- Sauce Forestiere

Blackened Delta Catfish - \$36

- Grilled Polenta
- Fried Okra
- Sweet Yellow Corn Cream Sauce
- Black Bean, Pickled Onion & Shaved Corn Chow- Chow



Receptions

Brochettes per 100 Pieces

Mini Beef Kabobs - \$400

- 4” Tender Sirloin Chunks with Red and Green Peppers and a Pearl Onion on a Skewer

Mini Chicken Kabobs - \$375

- 4” Moist Chunks of Chicken Breast with Red and Green Peppers and a Pineapple Chunk on a Skewer

Sausage & Cheese Kabobs - \$325

- Mild sausage and Cheddar Cheese Squares on a Skewer

Pastry Hors d’oeuvres- Per 100 Pieces

Spanakopita - \$325

- A Magnificent Blend of Spinach, Feta Cheese and Spices Wrapped in Phyllo Dough

Assortment of Mini Quiches - \$325

- Three Cheese, Garden Vegetable, Broccoli & Cheese and Lorraine

Franks in Blankets - \$250

- Miniature Beef Frankfurters Wrapped in a Blanket of Puff Pastry



All food, beverage, room rental & audio-visual charges are subject to applicable state & local taxes & 23% service charge.

Receptions

- **Crab Rangoon - \$425 | per 100 pieces**
A Delicious Blend of Crab and Cream Cheese in a Wonton Wrapper
- **Coconut Shrimp - \$300 | per 100 pieces**
Large Butterfly Dipped in Mild Coconut Batter | Rolled in a Mixture of Coconut | Breadcrumbs
- **Sesame Chicken - \$300 | per 100 pieces**
Tender Chicken Breast Strips Marinated in a Sesame Oil | Coated with Sesame Seeds | Japanese Breadcrumbs
- **Vegetable Spring Rolls - \$225 | per 100 pieces**
A Colorful Blend of Chinese Vegetables Tossed with Soy Sauce | Sesame Oil | Fresh Ginger Wrapped in a Thin Egg Roll Wrapper
- **Mini Goat Cheese Pizzas - \$350 | per 100 pieces**
Mini Pizzas Topped with Spinach | Goat Cheese Shiitake Mushrooms | Sundried Tomatoes | Cheddar Cheese
- **Fired Catfish Fingers with Tartar Sauce - \$300 | per 100 pieces**
Tender Strips of Catfish Marinated in Lemon Juice | Peppers | Coated with Corn Flour Breading
- **Fried Mozzarella Cheese - \$300 | per 100 pieces**
A Tangy Blend Mozzarella rolled in a mixture of Herbs | Breadcrumbs
- **Fried Breaded Chicken Tenders - \$300 | per 100 pieces**
Marinated and Breaded Tender Strips of Chicken
- **Chicken Quesadillas - \$325 | per 100 pieces**
A Spicy Blend of Smoked Chicken | Monterey Jack Cheese | Peppers | Fresh Cilantro | Cut into Eight Triangles
- **Swedish Meatballs - \$275 | per 100 pieces**
Seasoned Ground Beef Braised in Mushroom Sauce | Finished with Sour Cream
- **BBQ Meatballs - \$250 | per 100 pieces**
Braised Seasoned Ground Beef in a Southern BBQ Sauce
- **Mini Beef Wellington en Crouete - \$600 | per 100 pieces**
Beef Tenderloin wrapped in a Premium Puff Pastry
- **Maryland Style Crab Cakes - \$375 | per 100 pieces**
70% Lump and Crab Claw Meat with Spiced | Premium Breadcrumbs
- **Pulled Pork BBQ Sliders - \$375 | per 100 pieces**
Pulled Pork in Southern BBQ Sauce on a Fresh Baked Mini Hamburger Bun
- **Mini Shrimp and Grit Cakes - \$350 | per 100 pieces**
Florida Royal Red Shrimp with Vermont Cheddar | Roasted Poblano Pepper | Southern Style Buttered Grits
- **Bacon Wrapped Water Chestnuts - \$300 | per 100 pieces**
Whole Water Chestnut wrapped and broiled in a Slice of Bacon
- **Bacon Wrapped Scallops - \$550 | per 100 pieces**
Made with 30/40 Count Domestic Scallops wrapped and baked in Bacon

Specialty Displays

Jumbo Shrimp

\$250 (50 ppl) | **\$475** (100 ppl)

Jumbo shrimp, gently poached in a broth of fresh lemon, white wine, and Maryland style seafood spices. Served on crushed ice with spicy cocktail sauce.

Fresh Vegetable Crudités

\$125 (25 ppl) | **\$250** (50 ppl) | **\$325** (100 ppl)

Raw Display of Carrots, Cauliflower, Zucchini, Cherry Tomatoes, Mushrooms, Radishes, Celery, with your Choice of Dip: Ranch or Blue Cheese Dressing

Domestic and Imported Fruit Platter

\$150 (25 ppl) | **\$275** (50 ppl) | **\$400** (100 ppl)

Domestic & Imported Cheese Boards

\$150 (25 ppl) | **\$300** (50 ppl) | **\$425** (100 ppl)

Complimented with Crackers and Garnished with Fresh Grapes & Berries

Antipasto Board

\$175 (25 ppl) | **\$335** (50 ppl)

Marinated Vegetables | Italian Cold Cuts and Cheese | Black & Green Olives | Pepperoni | Roasted Red Peppers | Marinated Artichokes | Served with Bread and Crackers

Tea Sandwiches - \$325 (serves 75 ppl)

Yeast Rolls with Smoked Turkey or Ham with Assorted Condiments

Brie Cheese Board - \$175 (serves 50 ppl)

Two Kilo Baked Brie with Choice of Basil Pesto or Raspberry Coulis | Displayed on a Cutting Board with a Heating Lamp with French Bread & Gourmet Crackers

Action Stations

- **Whole Boneless Turkey Breast - \$245** | Serves 30
Traditional or Hickory Smoked
- **Roast Top Round of Beef - \$365** | Serves 50
Condiments | Au Jus | Yeast Rolls
- **Roasted Beef Tenderloin - \$450** | Serves 30
Condiments | Dijon-Mayo | Yeast Rolls
- **Pasta Station - \$9 pp**
Olives | Sausage | Pepperoni | Chicken | Grated Cheese | Onions with choice of Alfredo | Pesto | Marinara Sauce | Served over Penne Pasta
- **Chicken Fajitas - \$300** | Serves 50
Chicken | Flour Tortillas | Pico de Gallo, Cheese | Tomatoes | Sour Cream | Guacamole | Shredded Lettuce
- **Beef Fajitas - \$340** | Serves 50
Beef | Flour Tortillas | Pico de Gallo, Cheese | Tomatoes | Sour Cream | Guacamole | Shredded Lettuce
- **Honey Glazed Smoked Ham - \$275** | Serves 50
- **Prime Rib - \$415** | Serves 30
Horseradish Sauce | Yeast Rolls

Dessert Selections

- **Twice Dipped Strawberries - \$170** | Serves 50
- **Bite Size Pecan Squares - \$160** | Serves 50
- **Bite Size Lemon Squares - \$155** | Serves 50
- **Bite Size Brownie Squares - \$155** | Serves 50
- **Assorted Petit Fours - \$175** | Serves 50
- **Mini Cheesecakes - \$200** | Serves 50
- **Freshly Baked Cookies & Brownies - \$32** | per dozen

Additional Attendant Fee

\$100 Per Attendant | 1-2 passed items

All Action Stations and Specialty Bars require an attendant to carve and serve your Dinner Selection - \$100.00 per hours (Two Hour Minimum)



Bar & Wine

Bar & Wine

A \$100.00 Bartender Fee per hour will be applied in the event beverage sales do not exceed \$400.00 per bar. Bartender Fee waived if Bar Sales exceed \$400.00 per bar.

Host Bar

- Deluxe Brands | \$9
- Premium Brands | \$12
- Premium Cordials | \$15
- Deluxe Wine | \$9
- Deluxe Champagne | \$9
- Domestic Beer | \$7
- Imported Beer | \$8.50
- Soft Drinks | \$4

Cash Bars Tier 1

- Deluxe Brands | \$9
- Premium Brands | \$12
- Premium Cordials | \$15
- Deluxe Wine | \$9
- Deluxe Champagne | \$9
- Domestic Beer | \$7
- Imported Beer | \$8.5
- Soft Drinks | \$4

Open Bar

- One Hour House Brands - \$36 | Two Hours - \$49
- One Hour Premium Brands - \$39 | Two Hours - \$63

A \$5++ per person minimum Guarantee required on all cash bars. Cashier Fee-\$40 per hour required on All Cash Bars.

Corkage Fee - \$30.00

Specialty Bars

Deluxe Wine - \$28 per bottle(1.5L)

Sutter Home Varietals: Moscato | Merlot | Cabernet | Pinot Noir | White Zinfandel | Chardonnay | Pinot Grigio | Chardonnay | Riesling

Additional Wine Selections Are Available on Request

Deluxe Champagne - \$17 per bottle

Keg of Imported Beer - \$425

Keg of Domestic Beer - \$325

Moet - \$40 per bottle

Korbel - \$32 per bottle

Margaritas - \$28 per carafe

Sparkling Punch or Signature Cocktail - \$50 per gallon

Non-Alcoholic Beverages

- Soda: Pepsi products, bottled juices, bottled water 325 ml \$4 each
- Voss still & sparkling 375 ml \$XX/each | 800 ml \$XX/each

- Corkage Fee- \$30.00

Liquor Selections

Deluxe

- Old Charter
- Sky Vodka
- Canadian Club
- Cruzan Rum
- Jim Bean
- Beefeater
- Bacardi Rum
- Wild Turkey
- J & B
- Sauza Gold

Premium

- Dewars
- Jack Daniels
- Grey Goose
- Chivas
- Tanqueray
- Absolute
- Crown Royal
- 1800 Cuervo Silver
- JW Red
- Captain Morgan

Deluxe & Premium Wine Selections Please select up to 4 house wines you would like served at your bar. If you do not select, the Bar Manager will select appropriate wines for you.



POLICIES | Catering & Convention Guidelines

Menu selections and audio-visual needs are due to your Convention Services / Catering Manager no later than 3 weeks prior to the program. Any program details received after that point cannot be guaranteed. Before any function/meeting can take place, your Convention Manager must have a signed copy of these terms and conditions along with the Banquet Event Orders.

Food & Beverage

Our 2022 menus have been created by our Executive Chef, Kevin Rains, based on his specialties and what works well within group settings. **If there is something you do not see on our Banquet Menus but would like to have served at your event, our team will be happy to propose customized menus to meet your specific needs, including Vegan, Gluten-Free, and other dietary restriction considerations.** Custom menu pricing will remain within the price range of the current menus. Please allow adequate time for your Convention Services / Catering Manager to confirm custom menus and pricing with the Executive Chef. Any special dietary needs must be communicated to the Convention Services / Catering Manager at least 10 days prior to the event to ensure the Chef can accommodate these needs. It is our policy not to permit food and beverages to be brought into or removed from our function rooms or hospitality suites.

If alcoholic beverages are to be served on the Hotel premises (or elsewhere under the Hotel's alcoholic beverage license) the hotel will require that only hotel servers and bartenders dispense beverages. The Hotel's alcoholic beverage license requires the Hotel to (1) request proper identification (photo ID) of any person of questionable age and refuse alcoholic beverage service if the person is either underage or proper identification cannot be produced and (2) refuse alcoholic beverage service to any person who, in the Hotel's judgment, appears intoxicated.

Guarantee

The Convention Services / Catering Manager must be notified of the exact attendance no later than 12:00 noon, three business days prior to the scheduled function. Functions scheduled on Monday or Tuesday need to give the exact expected attendance to Convention Services / Catering Manager no later than 12:00 noon on the preceding Thursday. This number shall constitute a guarantee not subject to reductions, and charges will be made accordingly. The hotel cannot be responsible for the service of more than 5 % over the guarantee of functions below 500, and 3 % over the guarantee of functions 500 and above. If a guarantee is not received at the appropriate time, the Hotel will assign a guaranteed number equal to the indicated anticipated attendance. If attendance is higher than the guarantee given, the actual attendance number will be charged. Food items left over from an event cannot be taken from the hotel due to liability reasons. Food and beverage events with menus that are priced per-person must have a guarantee that is no less than 75% of your meeting attendance and only one menu per event may be selected.

POLICIES | Catering & Convention Guidelines

Function/ Meeting Space

Based on your contracted requirements, Holiday Inn University of Memphis has reserved appropriate function and/or meeting space. Should the food and beverage revenue change or if the room block is reduced, the Hotel reserves the right to reassign space that is more suitable to the anticipated attendance. Room rental fees, if applicable, will be applied if the group attendance drops significantly below the estimated food and beverage revenue or room block from the date of booking. If room sets change from agreed upon set-up within 24 hours of beginning of function, a labor fee may be charged. Charges begin at \$150.00 per room. If additional meeting space is added after signature of the contract additional room rental may be applied. Should an event run past the agreed upon conclusion time, any overtime wages or other expenses occurred may be the responsibility of the patron. Items such as tables, chairs, stanchions, and any other standard Hotel equipment will be provided to the customer at no charge. However, should a customer's request(s) go beyond the hotel inventory, rental for requested items will be paid for by the customer.

Signs and Banners

Signs or banners requiring nails, tacks, tape, etc., will **NOT** be permitted without prior approval. Authorized hotel personnel must affix such signs and banners. The standard banner-hanging fee starts at \$75.00 and increases based on the complexity of the installation. The hotel management must approve signs provided by the group, and it is expected that they will meet accepted standards of professionalism.

Guarantee of Attendance

A guarantee of attendance with the breakdown for each entrée is required four (5) business days prior to the event. A form of entrée identification is required at the guest table, i.e. marked place card, colored ticket or coded nametag.

Decorations

Decorations, arrangements for floral centerpieces, linens, special props, and entertainment may be made through the Catering Convention Services department. All decorations must meet the approval of the hotel and Shelby County Fire Department, i.e., smoke machine, candles, glitter, etc. Affixing any items to the walls or ceiling of function space is not permitted without prior approval. If additional supplies are used to enhance event and celebration, an excessive cleaning fee maybe charged. Items that may accrue an excessive cleaning fee include, but are not limited to confetti, balloons, flowers, and glitter. Charges begin at \$150.

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Event Technology

The Holiday Inn University of Memphis partners with SBMG a full service, on-site event technology company. They can provide you with an in-depth quotation for all your audio-visual needs, as well as hard sets, backdrops, lighting, video production and editing. They also manage all high-speed internet access needs and solutions. SBMG is the hotel's exclusive contractor for all rigging points, equipment and labor. SBMG Property Manager, Chaz Bryant, is available for any questions or requests for proposal. He can be reached at chaz.bryant@sbmg.com or (803)579-5513.

Exhibits/ Tabletop Displays

Please contact your Convention Services / Catering Manager immediately if you plan on having exhibits and/or tabletops during your program. You will be sent a separate packet with all necessary exhibit policies and forms. Since exhibits entail additional planning and communications, it is important to do this as soon as possible.

Electrical Charges

Specific electrical needs must be arranged in advance. Based on the requirements, labor fees and rental charges of necessary equipment will be assessed. Information outlining power capabilities as well as appropriate engineering charges is available through your Convention Services / Catering Manager.

Your Convention Manager can arrange to have exclusive access to certain meeting rooms, a one-time Special Lock fee of \$100.00 will apply. Our foyer spaces, grand ballroom and gallery space are unable to be placed on special lock. By arranging special lock on a room, only you, the staff you designate to us, and the security department will have access to this room.

Emergency Prevention & Evacuation Plans

The Holiday Inn University of Memphis prides itself on our preparation for any emergency that may occur. Our prompt response team will notify your Convention Services / Catering Manager and designated contacts should any pertinent emergency occur during your program.

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Guest and Event Packages

Shipments to the hotel must include Company/ Group Name, Function Room Name, a Contact Name, Return Address and Date of Function. Handling charges will be assessed based on the size and weight of the packages. Charges will be posted to the guestroom of the recipient. If no recipient is given, charges will be automatically applied to the Master Account. The Hotel cannot guarantee the availability of storage for boxes that arrive more than 10 days prior to the start of the program. Please ask your Convention Services / Catering Manager for the complete shipping and receiving instructions and information document.

Business Center Services

A 24-hour business center is located on the first floor by the Front Desk. Services include office supplies, computer access, printing, faxing and photocopying.

Billing

Billing terms and any advance deposit will be established in your sales contract. Advance deposits or total prepayment may be required based on Direct Bill status. Please contact your Convention Services / Catering Manager if you are interested in being set up for Direct Billing. If Direct Bill is not established a full prepayment or credit card on file will be required before setting up a Master Account. A method of payment is required at least 45 days out.

Liability

The Hotel will not be liable for any damages to the patron or patron's guests and will not assume liability for loss or damage to articles left in the Hotel prior to, during or following the function. The guest assumes full responsibility for the conduct of all persons in attendance at the event and for any damages done to the Hotel or persons as a result of the event. The Patron and his guests will conduct the event in an orderly manner in compliance with all laws and Hotel regulations.