

## *Holiday Inn- Dallas/Richardson*



*Thank you for choosing the Holiday Inn Richardson to host your event! We take pride in what we do and aim to make your event a success! The Holiday Inn Richardson has space that will accommodate wedding receptions, birthday parties, corporate meetings, rehearsal dinners, award ceremonies ,etc!*

Room	Sq Foot	Conference	Theatre	Classroom	Banquet	Reception
Dallas Ballroom (Sec 1)	2,000	60	180	100	160	140
Richardson Ballroom (Sec 2)	2,600	80	300	144	240	200
Plano Ballroom (Sec 3)	1,500	38	130	70	110	100
Dallas/Richardson Ballroom (Sec 1&2)	4,600	140	480	244	400	350
Richardson/Plano Ballroom (Sec 2&3)	4,100	118	430	214	350	300
Garland Ballroom (Sec 4)	1,200	40	120	60	120	100
Grand Ballroom	6,000	180	610	314	550	500

**Contact our sales Department to book your next meeting or special event.**

**You want be disappointed!**

**1655 N. Central Expressway Richardson TX 75080 (P) 972-238-1900**

+22% Service Charge  
++ 22% Taxable Service Charge and Sales Tax

# *Holiday Inn- Dallas/Richardson*

## **General Information**

Thank you for selecting the Holiday Inn Richardson for your upcoming meeting or special event. We look forward to providing you and your guests with personalized and professional attention from our Catering and Banquets Team as well as all of our hotel staff. The following information is a guideline for you in planning your event. Menus, audio visual, phone, internet arrangements, meeting requirements, and all details pertaining to your event must be finalized with your catering representative no later than 7 days prior to your event.

### **Audio Visual Services|**

Our onsite Audio Visual Specialist will be delighted to assist you with any audio visual requirements. All audio visual items are assessed with a 22% taxable service charge and 8.25% state sales tax. Audio visual items are deemed confirmed 3 days prior to the event. Cancellation within 24 hours will be assessed full charges. Beverages| The hotel holds a liquor license granted by the liquor commission and is held responsible for complying with its regulations. To ensure the proper regulations of our licensed premises, no alcoholic beverages may be brought into or taken out of the hotel function space. All beverages will be dispensed by the hotel servers and bartenders.

### **Guarantees|**

A guaranteed number of attendees is due by noon, 3 business days prior to your function. If no guarantee is provided, the expected attendance at the time of contract signing becomes the guarantee. The guarantee is the minimum number for which you will be charged. The hotel will be prepared to serve 5% over your guarantee count. Should your actual attendance exceed your guarantee you will be charged for the actual number of attendees. The final guarantee must be at least 90% of the meeting set.

### **Time|**

Note that all functions will be set 15 minutes prior to the start time. The following standards are provided to assist you in the scheduling and with budgeting your catered functions: ♦ All continental and breakfast buffets are serviced for 2 hour, refreshed and replenished as necessary during this time according to par levels. ♦ All planned breaks are serviced for a ½ hour, refreshed and replenished as necessary during this time according to par levels. ♦ All luncheon buffets are serviced for 2 hours, refreshed and replenished as necessary during this time according to par levels. ♦ All dinner buffets, stations, reception displays and carving stations are serviced for 2 hours, refreshed and replenished as necessary during this time according to par levels.

### **Food|**

All food and beverage prepared by the hotel is to be consumed on premise and cannot be removed after the event. Enclosed for your consideration are suggested menu selections. In addition, we would be more than happy to discuss alternative recommendations for a customized menu.

### **Hotel Liability|**

The Hotel reserves the right to inspect and control all private functions. The customer agrees to be responsible for any damages that may occur in the hotel. The Hotel will not assume responsibility for damage to or loss of any articles and merchandise brought into the hotel. With advance notice, we can assist in arranging for security officers for an additional fee.

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# *Holiday Inn- Dallas/Richardson*

## **Plated Breakfast**

### ***Early Riser, \$18.95++***

Scrambled Eggs  
Bacon or Sausage Links  
Diced Breakfast Potatoes  
Biscuits with Butter and Assorted Jellies  
Chilled Orange Juice  
Fresh Brewed Coffee & Decaffeinated Coffee

### ***Cowboy Breakfast, \$19.95++***

Scrambled Eggs  
Country Fried Steak with Creamy Gravy  
Diced Breakfast Potatoes  
Biscuits with Butter and Assorted Jellies  
Chilled Orange Juice  
Fresh Brewed Coffee & Decaffeinated Coffee

## **Buffet Breakfast**

### ***Lonestar Buffet, \$22.95++***

Scrambled Eggs  
Bacon and Sausage Links  
Diced Breakfast Potatoes  
Biscuits with Butter and Assorted Jellies  
(Could be substitute with French Toast, Waffle, or Pancake)  
Fresh Slice Fruits  
Chilled Orange Juice  
Fresh Brewed Coffee & Decaffeinated Coffee

### ***South of the Border, \$22.95++***

Scrambled Eggs with Chorizo  
Bacon and Sausage Links  
Refried Beans  
Diced Breakfast Potatoes with Onions and Peppers  
Flour Tortillas  
Fresh Slice Fruits  
Chilled Orange Juice  
Fresh Brewed Coffee & Decaffeinated Coffee



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# *Holiday Inn- Dallas/Richardson*

## **Boxed Lunches |\$ 21++**

(1) Selection per Every 10 Guests  
Choice of Sandwiches Below to include the following:  
Potato Chips and Cookie  
Bottled Water Individual or Soda

**Roasted Turkey, Smoked Ham, Apple Wood Smoked Bacon,**  
Lettuce, & Tomato on Whole Wheat or White Bread

**Chicken Salad Croissant** Roasted Chicken Breast  
with Raisins Sweet Grapes on a Fresh Buttery Croissant

**Grilled Chicken BLT** Grilled Chicken Breast, Apple Wood Smoked Bacon,  
Lettuce, & Tomato Served with Honey Mustard Aioli on a Baguette

**Turkey Wrap** Fresh Roasted Turkey, Provolone Cheese, & Arugula Rolled  
in a Sundried Tomato Tortilla with Citrus Herb Aioli

**Vegetarian Wrap** Lettuce, Tomato, Sweet Onions Squash Zucchini,  
Portobello Mushrooms Pesto Sauce in a Spinach Tortilla

**Italian Sub Salami,** Sliced Ham, Provolone Cheese, Lettuce, Tomato,  
Banana Peppers, & Onion Served on Hoagie Bread



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# *Holiday Inn- Dallas/Richardson*

## **Plated Lunch - Dinner**

**Three Course Meal Selections Include your Choice of Served Salad, Entrée and Dessert.  
Four Course Meal with Appetizer, Salad, Entrée and Dessert, add \$4.00/pp++.**

**All Entrees Served with Chef Choice of Starch and Vegetable,  
Fresh Dinner Rolls & Butter, Chef Choice Dessert  
Iced Tea, Coffee & Decaffeinated Coffee**

### **Appetizer Selections**

**Mini Crab Cakes  
Southwestern Egg Rolls  
Stuffed Mushrooms**

### **Salad Selections**

**Caesar Salad, Garden Salad  
Spinach with Walnut and Cranberry, Iceberg Wedge Salad**

### **Entrées**

**\$32pp++ Chicken Cordon Bleu  
Boneless Chicken Breast Stuffed with Ham and Cheese with Marinara Sauce**

**\$32pp++ Chicken Marsala  
Boneless Chicken Breast Topped with Marsala Wine and Mushroom Sauce**

**\$37pp++ 8oz London Broil in a Red Wine Sauce**

**\$39pp++ 10 oz Prime Rib served with Horseradish sauce & Au Jus**

**\$41pp++ 8oz Filet Mignon**

**\$43pp++ 6oz Filet Mignon with (4) Jumbo Shrimp**

**\$39pp++ 12 oz New York Strip with Mushroom Sauce**

**\$36pp++ Grilled Salmon with Beurre Blanc Sauce**

**\$38pp++ Tilapia Stuffed with Jumbo Lump Crab Meat**

**Halal Meat additional \$2.00++**



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# *Holiday Inn- Dallas/Richardson*

## **Lunch - Dinner Buffets- (buffet style )**

### **Country Buffet**

***\$38 per person++ (Minimum 50ppl)***

Complete Salad Selection with Appropriate  
Condiments  
Red Bliss Potato Salad  
Buttermilk Boneless Fried Chicken  
Roast Beef  
Broccoli, Cauliflower and Baby Carrot Medley  
Roasted Potatoes  
Warm Rolls and Butter  
Hot Apple-Cinnamon Cobbler & Chocolate  
Cake  
Iced Tea, Coffee and Decaffeinated Coffee

### **Big Tex Classic Buffet**

***\$44 per person++ (Minimum 50ppl)***

Complete Salad Selection with Appropriate  
Condiments  
Cole Slaw  
BBQ Sliced Brisket  
BBQ Chicken  
Garlic Mashed Potatoes  
Green Beans with Bacon and Onions  
Rolls and Butter  
Strawberry Shortcake & Black Forrest Cake  
Iced Tea, Coffee and Decaffeinated Coffee

### **Tex ~Mex Buffet**

***\$44 per person++ (Minimum 50ppl)***

Complete Salad Selection with Appropriate  
Condiments  
Chip and Salsa  
Beef Brisket Fajitas  
Chicken Fajitas with Onions and Green  
Peppers  
Red Cheese Enchiladas  
Cilantro Rice  
Refried Beans  
Guacamole and Sour Cream  
Flour & Corn Tortillas  
Sopapilla  
Iced Tea, Coffee and Decaffeinated Coffee

### **New Orleans Buffet**

***\$42 per person++ (Minimum 50ppl)***

Complete Salad Selection with  
Appropriate  
Condiments  
Specialty Salad  
Blackened Catfish  
Cajun Chicken  
Sausage Gumbo  
Fried Jumbo Okra  
Wild Rice  
Warm Rolls and Butter  
Bread Pudding & Carrot Cake  
Iced Tea, Coffee and Decaffeinated  
Coffee

### **Italian Buffet**

***\$36 per person++ (Minimum 50ppl)***

*Romaine Lettuce with Caesar &  
Italian Dressing,  
Parmesan Cheese and Croutons  
Caprese Salad  
Sauteed Mixed Vegetables  
Meat Lasagna  
Chicken Parmesan with Marina  
Sauce  
Garlic Bread  
Chocolate Cake  
Iced Tea, Coffee and Decaffeinated  
Coffee*

**Halal Meat additional \$3.00++**

**Serve Time 2 Hours**

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## **Hors D'Oeuvres**

### **Hors D'Oeuvres (Served Cold)**

**Priced per 50 pieces**

**Deviled Eggs, \$145++**

**Skewers of Fresh Fruit with Yogurt Dip, \$155++**

**Assorted Finger Sandwiches, \$155**

**Shrimp Display with Cocktail Sauce & Lemons, \$245++**

### **Hors D'Oeuvres (Served Hot)**

**Priced per 50 pieces**

**Spicy Wings, \$145++**

**Chicken Strips with BBQ Sauce, \$155++**

**Spring Rolls with Hoisin Sauce, \$135++**

**Shrimp Brochette with Pearl Onions & Bell Peppers, \$185++**

**Lollipop Shrimp, \$185++**

**Hibachi Beef Skewer, \$195++**

**Pot Stickers with Teriyaki Dip, \$135++**

**Stuffed Jalapenos, \$150++**

**Party 10z Crab Cake, \$215++**

**Swedish Meatballs, \$135++**

**Spanakopita, \$160++**

**Chicken Satay with Spicy Peanut Sauce, \$155++**

**Halal Meat additional \$3.00+**

### **Starters**

***Served with Tortilla Chips***

**House Made Salsa, \$60 per Gallon++**

**Warm Spinach Dip, \$75 per Gallon++**

**Chile Con Queso, \$85 per Gallon++**

### **Edible Displays**

**Fresh Seasonal Fruit**

***Approx. 30ppl, \$120++***

***Approx. 75ppl, \$285++***

**Domestic Cheese Tray**

***With French Bread, Crackers & Fruit Garnish***

***Approx 30ppl, \$155++***

***Approx 75ppl, \$315++***

**Crudit  Display**

***Approx. 30ppl, \$150++***

***Approx. 75ppl, \$275++***

**Deluxe Chocolate Fountain, \$6.50pp++**

***Minimum of 50ppl***

***Served with Marshmallows, Pretzels, Graham Crackers***

**Add Cubed Fruit for \$2.50 per person**

### **Carver Stations**

***Served with Assorted Spreads and Rolls***

**Chipotle Smoked Turkey Breast,**

**\$325++ Approx. 40ppl (15-17 Pounds)**

**Apricot & Pineapple Glazed Ham,**

**\$325++ Approx. 50ppl (20-22 Pounds)**

**Roasted Top Round, \$395++**

***Approx. 50ppl (20-22 Pounds)***

**Prime Rib, \$425++**

***Approx. 35ppl (15-17 Pounds)***

**Add-ons (For Buffets and Carver Stations Only)**

**Mashed Potato Bar, \$9 per**

**person++ Pasta Station, \$14 per person**



## **Bar Selections**



### **HOST BAR**

*Paid by Host per Drink*

House Brands \$6.00+  
Call Brands \$7.00+  
Premium Brands \$8.00+  
Extra Premium \$9.00+  
Domestic Beer \$5.00+  
Imported Beer \$6.00+  
House Wine \$5.00+  
Sodas \$1.50++  
Juice \$2.50++

### **CASH BAR**

*Paid by the Guest per Drink*

House Brands \$7  
Call Brands \$8  
Premium Brands \$9  
Extra Premium \$11.00+  
Domestic Beer \$6  
Imported Beer \$7  
House Wine \$6  
Sodas \$2  
Juice \$3

Cash Bar Does NOT go toward F/B Min

### **Domestic Beer Keg \$425+**

*Approx 180 glasses*

### **Import Beer Keg \$475+**

*Approx 180 glasses*

### **Margarita Machine**

*Approx 8oppl*

Includes Tequilla & Mix, \$380+  
Premium Tequilla Additional, \$150+  
Additional Batch, \$150+ (House)  
Additional Batch, \$250+ (Premium)

### **House Wine**

*1.5 Liter Bottle/Approx 9-10 Glasses*

Chardonnay, Merlot, Zinfandel, Cabernet Sauvignon

**\$40+ Per Bottle**

*Additional Wine Selection Available Upon Request*

### **Champagne**

*Approx 8-9 Glasses*

House Champagne, \$24+ Per Bottle  
Asti Spumante Martini & Rossi, \$32+ Per Bottle  
Non-Alcoholic, \$15++ Per Bottle

### **Punch**

Non-Alcoholic Per Gallon, \$45++  
House Champagne Punch Per Gallon, \$65+

\*BARTENDER FEE OF \$75.00 up to 4 hours APPLIES FOR ALL CASH AND HOSTED BARS\*

\*DUE TO LIQUOR LICENSE RESTRICTIONS NO ALCOHOL CAN BE PRESENT IN ROOM AFTER 12 MID NIGHT \*

\*PM SOCIAL EVENTS WITH CASH OR HOST BAR REQUIRE SECURITY @ \$27.00/HOUR WITH A FOUR HOUR MINIMUM\*  
We have the Right to Refuse Service to Anyone and Anyone Who Can Not show Valid Proof of Age. All Alcoholic Beverages must be purchased at the hotel and cannot leave the hotel.

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## **Audio Visual**

<b>8ft Screen.....</b>	<b>\$50.00++</b>
<b>6ft Screen.....</b>	<b>\$30.00++</b>
<b>LCD Projector (2400 Lumens).....</b>	<b>\$150.00++</b>
<b>Overhead Projector.....</b>	<b>\$50.00++</b>
<b>32' LCD Flat Screen Monitor.....</b>	<b>\$150.00++</b>
<b>Flipchart with Easel &amp; Markers.....</b>	<b>\$30.00++</b>
<b>Flipchart Easel.....</b>	<b>\$7.00++</b>
<b>Whiteboard with Markers.....</b>	<b>\$25.00++</b>
<b>Corded Microphone (Podium).....</b>	<b>\$25.00++</b>
<b>Wireless Handheld Lavalier Microphone.....</b>	<b>\$75.00++</b>
<b>Wireless Lapel Microphone.....</b>	<b>\$75.00++</b>
<b>Tripod Easel.....</b>	<b>\$7.00++</b>
<b>Podium Light.....</b>	<b>\$5.00++</b>
<b>Conference Phone.....</b>	<b>\$50.00++</b>
<b>Mixer.....</b>	<b>\$50.00++</b>
<b>DVD/VHS Player.....</b>	<b>\$50.00++</b>
<b>Extension Cords/Power Strips.....</b>	<b>\$5.00++</b>

### ***Packages***

#### **LCD Projection Package \$175.00++**

*8ft Screen, LCD Projector  
Skirted Table for Projector,  
Extension Cords/Power Strips*

#### **Basic Meeting Package \$250.00++**

*Corded Microphone for Podium  
8ft Screen, LCD Projector  
Skirted Table for Projector  
Extension Cords/Power Strips  
Flipchart or White Board*

**OTHER AUDIO VISUAL IS AVAILABLE UPON REQUEST**

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# **Meeting Planner Break**

## **Perfect Meeting Maker Package**

**\$55 per person++ (Minimum 30ppl)**  
*(less than 30ppl will be additional \$10.00/person)*

### ***Morning Glory:***

**Chilled Orange Juice**  
**Individual Wrap Breakfast Bread**  
**Fresh Sliced Fruit**  
**Brewed Coffee and Decaffeinated Coffee**

### ***Mid Morning:***

**Refresh Coffee and Decaffeinated Coffee**

### ***Chef Choice Buffet:***

**Chef Choice Salad**  
**Chef Choice of two entrées**  
**Chef Choice Starch**  
**Warmed Dinner Roll**  
**Chef Choice Dessert**  
**Iced Tea, Brewed Coffee**

### ***PM Snack:***

**Choose (1) Break from Take a Break**

## **Take a Break**

### ***Afternoon Fiesta***

**Homemade Tortillas Chips**  
**Fresh Salsa and Guacamole**  
**Warm Sapodillas with Honey**

### ***Home Run Break***

**Fresh Popcorn**  
**Stack Potato Chip**  
**Mini Corn Dogs**

### ***Health Nut***

**Seasonal Fruit Skewers**  
**With Yogurt Dipping Sauce**  
**Assorted Granola Bar**

### ***Sugar Rush***

**Assorted Individual Wrap Cookies**  
**Fudge Brownies with Nut**

### ***Coffee, Hot tea and Ice tea service***

**\$32.00/gallon**



## **Big Break**

**\$26 per person++ (Minimum 30ppl)**  
*(less than 30ppl will be a \$50.00 set up fee)*

### ***Afternoon Fiesta***

**Homemade Tortillas Chips**  
**Fresh Salsa and Guacamole**  
**Warm Sapodillas with Honey**

### ***Home Run Break***

**Fresh Popcorn**

## **Additional Decoration**

Balloon Arch	\$95.00
Back Drop 8x8	\$45.00/each
Chair cover (Black or White)	\$1.00/each
Sash (Silver, Gold, Red or Blush Pink)	\$1.00/each
Centerpiece	\$15-\$25/each
Up light	\$25.00/each
Panel Light	\$55.00/each
Plate Charger	\$1.00/each
Overlay	\$15.00/each
Runner	\$7.00/each
White Sofa	\$125.00/each
Loveseat	\$75.00/each



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